PARK SUITE 2002

Park Setup User's Guide

Version 6.0

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ReserveAmerica extends thanks to all the individuals who made this product possible.

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Milton, Ontario
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Contents

Introduction

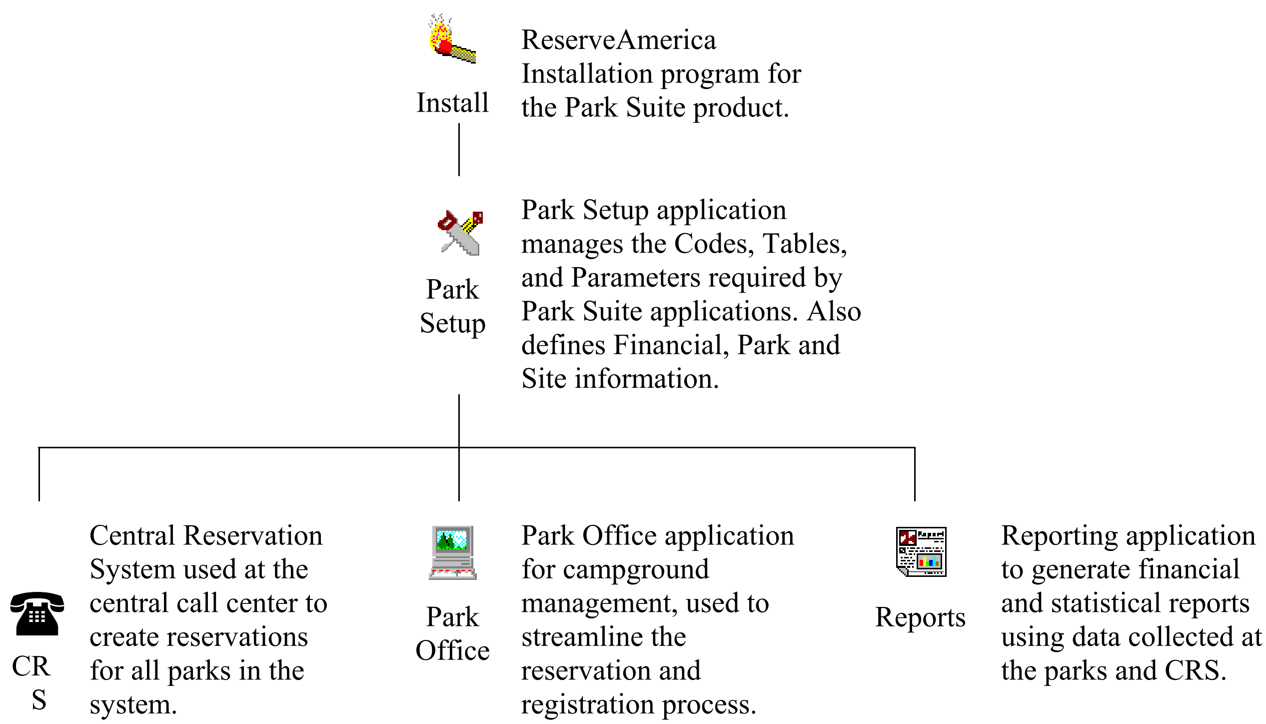
Overview

Once all Park Suite applications have been installed, use the Park Setup application to define information specific to your organization.

The Setup process includes:

- Defining Codes, Tables and Parameters,
- Assigning Operator Security
- Setting up Financial Accounts, and
- Entering Park and Site Information.

Park Suite System



Using Park Setup

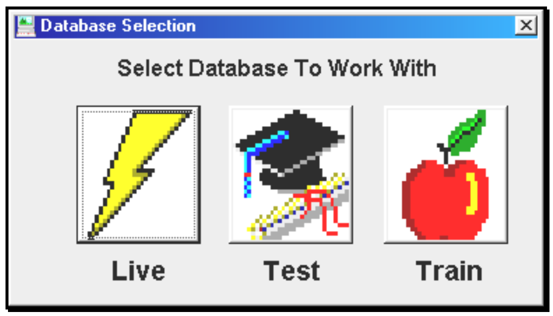

Park Setup icon

To start Park Setup, open the Park Setup application and log on. *Contact the System Administrator for Logon Ids and Passwords.*

Select the Park Setup application from the Park Suite program group, or click on the **Park Setup** icon on your desktop.

Database Selection

Select the database to be connected:

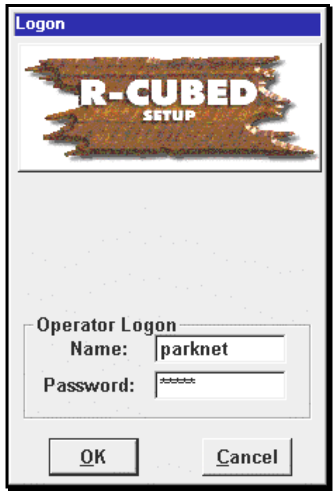


Database Selection Window

- Select **LIVE** to work with live data for your park.
- Select **TEST** to work with a test data which can be manipulated for testing purposes without affecting live information. A test database can be created based on your current live data through the Live To Test utility.
- Select **TRAIN** to work with training data. This database can be reset to its original state.

Logon

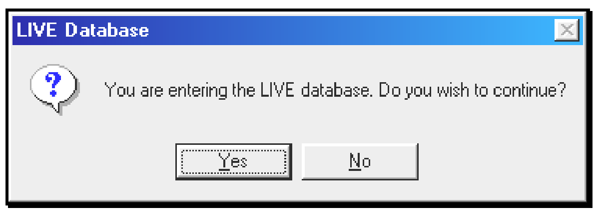
When the *Park Setup Logon* dialog box is displayed, enter your **Name** and **Password**. Passwords are confidential and not displayed.



Park Setup Logon

If **LIVE** database was selected, a warning message is displayed.

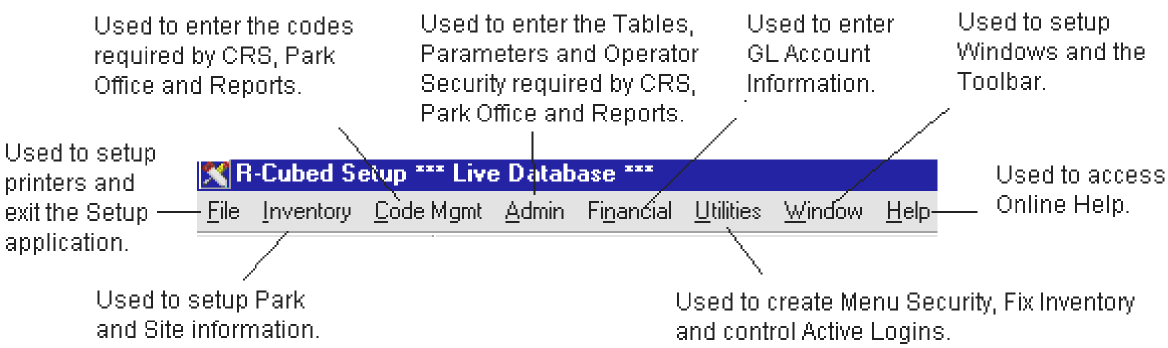
- Click **Yes** to confirm. The Park Setup application will open.



Live Database Confirmation

The security template for your logon will be loaded to establish appropriate privileges and restrictions for your security level.

Park Setup Menu



Code Management

Overview

The Park Suite system uses Codes to tailor the performance of applications to the specific needs of an organization. These Codes are defined through the Park Setup application.

It is recommended that Codes are carefully reviewed before entering them into the database, ensuring that they are as user-friendly as possible.

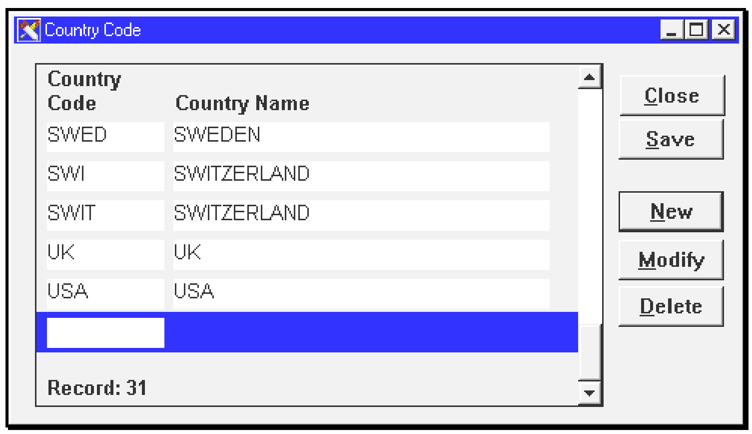
The **Park Setup** application is used to add, modify or delete Codes. Referential integrity prevents modification or deletion of Codes that have already been used in the system.

To setup Park Suite Codes:

1. Select **Code Mgmt** from the main menu.
2. Choose to setup Codes for one of the following categories:
    - Park,
    - Reservation,
    - Customer,
    - Financial,
    - Product Types, or
    - Security.

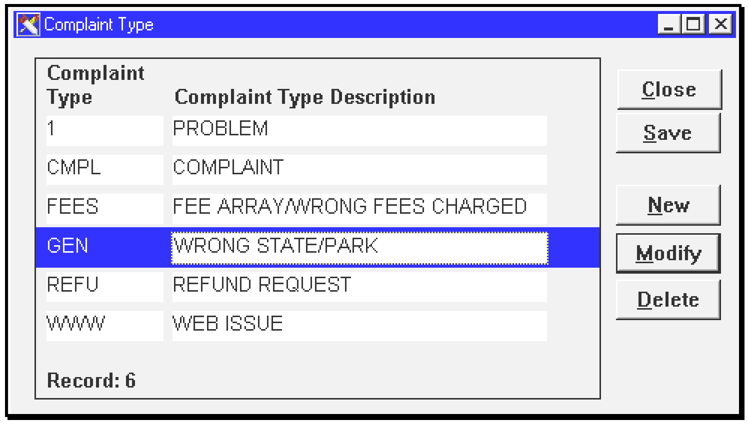
Code Management

1. Select a Code category from the **Code Mgmt** menu to open a *Code* window.
2. A list of previously defined Codes will be displayed.
   - Use the scroll bar to view Codes outside the visible viewing area.
   - The total number of Code records found for the category selected is displayed at the bottom left of the window.
3. To add a new Code,
   - Click the **New** button.
   - In the **Code** field, enter characters to be used as the new Code.
   - Enter up to 30 characters of text as a **Description** of the Code.
   - Where applicable, enter any other information required.
   - Click **Save** to add the new Code to the database.



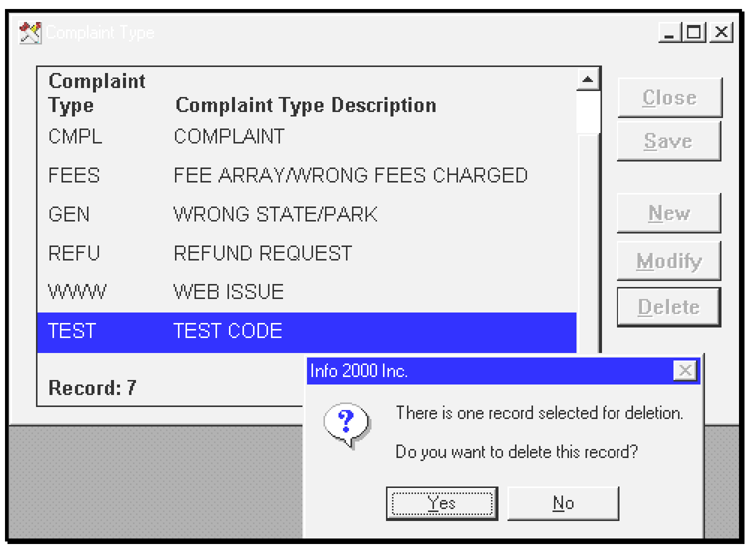
Add a New Code

4. To modify an existing Code,
   - Click on the **Code** in the list.
   - Click the **Modify** button.
   - Enter a new **Description** and any other required fields. Referential integrity prevents modification of Codes already in use. However, descriptions of Codes may be modified at any time.
   - Click **Save** to update the database.



Modify a Code

5. To delete an existing Code,
    - Click on the **Code** in the list.
    - Click the **Delete** button.
    - Click **Yes** in the confirmation dialog box to mark the Code for deletion. The deleted Code will be removed from the *Code* window.



Delete a Code

6. Click **Close** to exit the Code Management process.

Park Codes

Park Codes identify the Park. These Codes include Demographics, Features, Distance Codes, Site Types, Holiday Groups, Events, Hold Reasons, and Time Zones.

Demographics

Demographic Codes identify the geographic location of the park.

Demographic Code	Code / Description Examples	
Country Identifies the available countries.	USA	United States
State Identifies different states or provinces.	COLO	Colorado
Region Identifies different regions.	WEST	Western Region
State-Country Links the State/Province with the Country.	COUS	Colorado is a state of the United States

Demographic Code Examples

Features

Feature Codes identify the features available at the park.

Feature Codes	Code / Description Examples	
Services Identifies available Services.	BICY	Bicycle Rental
Activities Identifies Activities available at the park.	BOAT	Boating Tours
Equipment Identifies equipment permitted at the park.	SAIL	Sailboat

Feature Code Examples

Distance

Distance Codes identify the distance from the park to a feature that is available to park campers.

Code / Description Examples	
2MIL	Less than 2 miles
F000	At the park
F100	Less than 100 feet

Distance Code Examples

Site Type

Site Type Codes identify the different types of Sites that are available. Site types identify family cabins, group shelters, picnic areas, trailer sites, etc.

Code / Description Examples	
FC5NNN	FAMILY CABIN 5 PERSON
GL1NWN	GROUP SHELTER SINGLE WATER
GV1NNN	GROUP PICNIC NO ELECTRICITY
GR2NNN	GROUP RV/TRAILER DOUBLE

Site Type Code Examples

Events

Event Codes identify the different types of Events taking place at the park. Event codes may be used to identify community events, festivals, concerts, tournaments, etc.

Code / Description Examples	
COMM	COMMUNITY EVENT
FEST	FESTIVAL
CONC	CONCERT
TOUR	TOURNAMENT

Event Code Examples

Holiday Groups

Holiday Group Codes identify Holidays that are observed at the park, where special rates will be charged during the holiday period. This does not refer to park closures. Holiday codes may identify statutory holidays, state holidays, etc.

Code / Description Examples	
STAT	STATE HOLIDAY
MAPL	MAPLE SYRUP DAYS

Holiday Group Code Examples

Hold Reasons

Hold Reason Codes identify the reasons a site may be placed in a hold status.Hold Reason codes may identify special events, maintenance, weather conditions, etc.

Code / Description Examples	
EVEN	SPECIAL EVENT
MAIN	MAINTENANCE
WEAT	WEATHER CONDITIONS

Hold Reason Code Examples

Agency

Agency Codes identify the agency or organization to which this park belongs.

Code / Description Examples	
C	US Army Core of Engineers
F	US Forest Service
FB	Forest Service – Boundary Waters

Time Zone

Time Zone Codes identify the **Start Periods** and **Delta Times** for various time zones.

Code / Description Examples		Start Period	Delta Time
PST	Pacific Standard Time	Apr 20, 1999	120
MNT	Mountain Time	Oct 25, 1999	160
CNT	Central Time	July 15, 1999	220

Time Zone Code Examples

Reservation Codes

Reservation Codes identify the Reservation Methods, Cancellation Codes, and Void Codes accepted at the Park.

Reservation Method

Reservation Codes identify the **Methods** by which reservations may be created for the park. These codes identify phone in reservations, fax in reservations, walk in reservations, etc.

Code / Description Examples	
PHON	Phone Reservation
FAX	Fax in
WALK	Walk in

Reservation Code Examples

Cancellation

Cancellation Codes identify reasons for which reservations may be cancelled. They also identify the CLIN Action Type and Pay By (who pays for the CLIN). These codes might identify cancellations by customer, emergency closures, no show, etc.

Code / Description Examples		Pay Type	CLIN Action Type
CANC	Cancelled by customer	Campground	Cancellation
EMER	Emergency closure	Agency	Special Closure
NOSH	No Show	Campground	Cancellation

Cancellation Code Examples

Please Note, information must be entered in the Pay Type and CLIN Action Type columns.

Turnaway

Turnaway Codes identify reasons for which customers are turned away from the park. Turnaway reasons might include unavailable dates, full parks, unavailable sites, etc.

Code / Description Examples	
DATE	Dates unavailable
FULL	Park is full
SITE	Desired site unavailable

Turnaway Code Examples

Disposition

Disposition Codes are used to classify calls. They also identify customer required fields (e.g. Customer Name when entering a complaint) and manual entry fields (as opposed to reservations, cancellations, etc., for which the system creates automatic entries). Examples of disposition codes may include complaints, deferred to park, transfer, etc.

Code / Description Examples		Customer Required?	Manual?
COMP	Complaint	Yes	Yes
PARK	Deferred to Park	No	Yes
TRAN	Transfer	No	No

Disposition Code Examples

Void Reason

Void Reason Codes identify reasons for voiding a reservation. Void reasons may include insufficient funds, declined card, operator error, etc.

Code / Description Examples	
NSF	Insufficient Funds
ERRO	Operator Error
DECL	Declined Card

Void Reason Code Examples

Customer

Customer Codes are used to identify the types of requests received by park customers and to track the status of those requests.

Member Types

Member Type Codes identify the membership type used by a customer. These codes could be used to identify corporate members, travel agents, etc.

Code / Description Examples	
CORP	Corporate
TRVL	Travel Agent

Member Type Code Examples

Request Types

Request Type Codes identify the different types of requests that a customer may issue. These may include information requests, request for directions, etc.

Code / Description Examples	
ASK	Ask for Directions
INFO	Information request

Request Type Code Examples

Request Sub-Type

Request Sub-Type Codes further identifies customer request types. These codes may identify the specific type of information requested, specific directions to a park feature, etc.

Request Type	Sub-Type Code / Description Examples	
ASK	SPEC	Specific Directions to a Park feature
INFO	MATL	Request for park literature or information materials

Request Sub-Type Code Examples

Complaint Types

Complaint Type Codes identify types of customer complaints and comments. Complaint types could identify call center complaints, email compliments, etc.

Code / Description Examples	
CCCR	Call Center Complaint
CFML	Compliment thru Fax/Mail letter
CWWW	Compliment thru Web/Email
INV	Inventory Problem
REFU	Refund

Complaint Type Code Examples

Priority Codes

Priority Codes further identifies the priority of a complaint. Priorities may be used to indicate the length of time a complaint was resolved, for example, within the same call, within 24 hours, within 5 days, etc.

Code / Description Examples	
1	Open
2	Resolved same call
3	Resolved – 24 hours
4	Resolved – 48 hours
5	Resolved after 5 days

Priority Code Examples

Financial

Financial Codes identify the Codes required to track financial information.

Payment Methods

Payment Methods identify the available methods that may be used for payments. It defines the number of days required for the payment to clear. This may only be applicable for a check payment. A check box indicates whether authorization is required before the payment can be processed. Check boxes indicate whether the payment type may be used at the CRS, the park or both. A currency factor is also included for use when foreign currency is accepted. These codes may include Cash, Visa, Voucher, Canadian Currency, etc.

Code / Description Examples		Req. Authorize	Days To Clear	Currency Factor	Used At: CRS	Used At: Park
AMEX	American Express	Yes	0	1.00000000	Yes	Yes
CASH	Cash		0	1.00000000		Yes
CERT	Check		21	1.00000000	Yes	Yes
VISA	Visa	Yes	0	1.00000000	Yes	Yes
VOUC	Voucher		0	1.00000000	Yes	
CAND	Canadian Currency		0	1.40000000		yes

Payment Method Code Examples

Note:
*Ensure a cancellation policy is defined (under Admin**->**Tables-**>**Reservation**->** Rules**->**Cancellation Rules) for each payment method, as these go hand-in-hand.*

Tax Codes

Tax Codes identify the types of tax that may be applied against a park reservation. These identify such taxes as federal, tourism, occupancy, etc.

Code / Description Examples	
FEDE	Federal Tax
TOUR	Tourism Tax
OCCU	Occupancy Tax

Tax Code Examples

Site Tax

Site Tax Codes identify the types of tax that may be applied against the site types in the parks. These may include state tax, tourism tax, etc.

Code / Description Examples	
STAT	State Tax
TOUR	Tourism Tax

Site Tax Code Examples

Period Names

Period Names identify the accounting periods that exist for the park system. Normally, these accounting periods are sub-units of a fiscal year. These may identify specific months, quarters, annually, etc.

Code / Description Examples	
1	July
2	August
13	Quarterly
14	Annually

Period Names Code Examples

Tax Groups

Identify groups of taxes that apply at a park. A check in the **Yes** box indicates that the tax group is location based.

Code / Description Examples	

Location Taxes

The **Location Taxes** option is used to define taxes that are specific to a location. A location may be assigned up to ten of the Tax Codes defined in the *Tax Code* window.

Code / Description Examples	

Account Taxes

Based on location, **Account Taxes** can now be setup specific to an account location. Account taxes may be assigned up to ten tof the Tax codes defined in the the *Tax Code* window.

Code / Description Examples	

Product Types

Product Type Codes identify the product types available through the Point of Sale feature. Examples of product type codes includes entrance fees, day use pass, vehicle permit, pool fee, equipment rental, etc. The General Ledger **Account Number** to which the sale assigned is identified. A **Visitation** drop-down list identifies options. For each Product Type, select **Y** to indicate a visitation product type, **N** if visitation is not tracked for the product type. Select **O** to track out-of-state visitors or **I** to track in-state visitors.

Note - No-fee products may be used to track visitation information. Use the Suppress Visitation Info parameter, defined under Park Setup**->**Admin**->** Parameters**->**Park**->**Receipt Options, to suppress printing of visitation products on the POS Statement of Fees.

Code / Description Examples		Account Ref	Visitation
CAMP	Camping Fee		Yes
CAMG	Campground Amenity	Wash/Dry Receipts	Yes
EQUI	Equipment Rental	Equipment Rental	
MERC	Merchandise Sale	Cash Receipts	
RCEF	Extra Vehicle	Extra Vehicle Fee	
SPEC	Special Event Permit Fee		Yes

Product Type Code Examples

Security

Security Codes identify operator security groups to which users may be assigned.

Operator Security Groups

Security Group Codes identify the security groups to which system users may be assigned. They also identify whether a security group is applicable at the Park or CRS. Security groups include Database Administrator, Lead Operator, Tour Operator, etc.

Code / Description Examples		Apply to Park	Apply to CRS
DBA	Database Administrator	Yes	Yes
LOPR	Lead Operator	Yes	Yes
OPER	Operator	Yes	Yes
TOUR	Tour Operator	Yes	No

Security Group Code Examples

Security

Overview

The Park Suite System allows for the setup of a multi-level method of security privileges for each system user. This serves to restrict access and protect particular areas of the application.

Within the security system setup, various groups of users are defined. The System Administrator will assign different clearance levels to the groups, providing or denying access to various levels of the application.

Operator Setup

Each employee using the system, referred to as a "user", needs to be assigned a logon name and password. Their given name is also required so that all transactions associated with their User Id can be traced. The Operator Setup function allows CRS to set up operators at the park.

Note:

The first function to be performed in the Setup application is to define User Id accounts for operators. Use the logon 'DBA' and the password 'SQL' to run the Setup application for the first time. Assign the first operator to the DBA security group and logoff. Now, use that first User Id to login to the Setup application and define the rest of the operators.

It is important to note that the DBA/SQL User Id will work only ***once****, so this procedure must be followed exactly. If the DBA/SQL user Id does not work, contact CRS to find out if operators have already been assigned.*

New Operator

To define a new operator's account:

1. Select **Admin->Security->Set Operator** to open the *Operator Setup* window.
2. Click **New**.
3. Enter a **Login Name** for the operator.
4. Enter a **Password** for the operator.
5. Enter the operator's full name in the **Name** field.

6. From the drop-down list, select the **Application** to which this security is being applied.
7. In the **Security Group** field, select the security group to which this operator will be assigned.
8. In the **Maximum Logins** field, enter the number of times this operator may login to the Park Office at one time. That is, the maximum number of open operator sessions allowed for this operator for the specified application.
9. In the **Status** field, select this Operator Id to be **Active** or **Inactive** at this time.
10. Click **Save** to save this Operator Id account.
11. Click **Close** to exit.

Query Operator

To query an existing operator's account:

1. Select **Admin->Security->Set Operator** to open the *Operator Setup* window.
2. Click **Query**.
3. Enter any available information to search for the operator's account.
4. Click **Search**. The first matching record will be displayed.
   - The total number of matching **Records** found is displayed at the bottom left of the window.
   - Use the **arrow buttons** to advance/reverse to the next/previous records.

Delete Operator

To delete an operator's account:

1. Select **Admin->Security->Set Operator** to open the *Operator Setup* window.
2. Click **Query**.
3. Enter any available information to search for the operator's account.
4. Click **Search** to display matching records.
   - The total number of matching **Records** found is displayed at the bottom left of the window.
   - Use the **arrow buttons** to advance/reverse to the next/previous records.

5. Click the **Delete** button. Click **Yes** on the confirmation window to remove this operator's record.

Delete Confirmation Window

Security Groups

Once Security Groups have been defined through the Code Mgmt menu *(refer to the chapter entitled Code Management)*, Task Privileges need to be assigned for each Security Group in the system. Privileges of ‘view only’ or ‘write and modify’ may be assigned.

Two security groups, **Database Administrator** and **Operator**, will be defined when Park Setup is first launched. Their assigned privileges and permission levels may be modified. The Database Administrator group is the highest level of privileges that can be given to a user and should be reserved for management level users groups.

- The **Database Administrator** group is assigned Read, Write, Modify, and Delete privileges.
- The **Operator** Security Group is assigned Read, Write, and Modify privileges.

Task Privileges

The Park Suite System maintains a set of rules designed to prevent users from performing tasks that exceed their permission levels. Task Privileges are designed to grant “override” permissions to users, restricting specific groups from performing selected transactions on the system. The following table illustrates examples of the type of rules which are available. A complete set of current rules can be found in Appendix A.

Rule Examples:

Rule	Purpose
Max. Length Stay Exceeded	Prevents the operator from entering a length of stay that is longer than allowed.
Min. Advanced Window Exceeded	Prevents the operator from creating a reservation within the minimum window.
Min. Length Stay Exceeded	Prevents the operator from creating a reservation or registration that is shorter than required for a minimum stay.
Max. Advance Window Exceeded	Prevents the operator from creating a reservation for a date that is farther into the future than allowed.
Fee Override	Prevents the operator from modifying the fees charged to customers.
Max. People/Site Exceeded	Prevents the operator from reserving or registering a greater number of people to one site than is allowed.
Min. People/Site Exceeded	Prevents the operator from reserving or registering a number of people to one site that is less than the required minimum number of people for that site.
Maximum Number of Vehicles	Prevents the operator from assigning a greater number of vehicles to one site than is allowed.

Assign Task Privileges

1. Select **Admin->Security->Task Privileges** to open the *Task Privileges* window.
2. Click **New**.
3. From the drop-down list, select the **Application** to which Task Privileges apply (CRS, Operator Shift Management, Park Database).
4. From the drop-down list, select the **Security Group** for which Task Privileges are applied.
5. In the **Rule Broken** field, select the Rule for which exceptions will be defined.
6. In the **Allow Task** field:
    - Check the box (**Yes**), if this Security Group is allowed to perform the task that will conflict with this rule, or

- Leave the box unchecked (**No**), if this Security Group is not allowed to perform the task that will conflict with this rule.

7. In the **Allow Override** field:
    - Check the box (**Yes**), if this Security Group has permission to override this rule, or
    - Leave the box unchecked (**No**), if this Security Group does not have permission to override this rule.
8. Click **Save** to update the database with these Task Privileges.
9. Repeat the above steps to define additional Task Privileges.
10. To modify an existing privilege,
    - Use the **arrow buttons** to scroll to the record to be modified.
    - Click **Modify** and enter revised record information.
    - Click the **Save** button to update the record with changes.
11. To delete an existing privilege,
    - Use the **arrow buttons** to scroll to the record to be deleted.
    - Click the **Delete** button.
    - Click **Yes** in the confirmation dialog box to remove this record.
12. Click **Close** to exit the Task Privileges process.

Task Privilege Setup Combinations:

Use the following table as a guide to task and override privilege combinations.

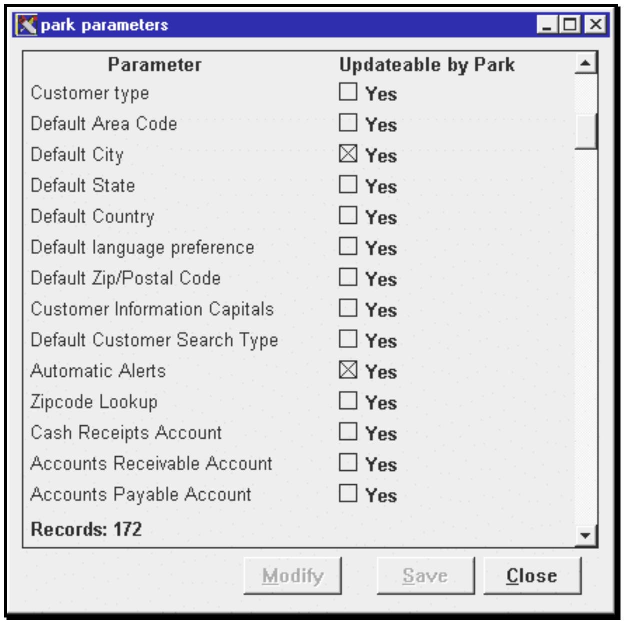
Allow Task	Allow Override	Task Privileges
Yes	**Yes**	• Members of this Security Group have permission to perform the task that conflicts with the rules. • They are permitted to override the rule.
Yes	**No**	• Members of this Security Group have permission to perform the task that conflicts with the rules. • They will not see the rule in conflict nor encounter any restrictions.
No	**No**	• Members of this Security Group do not have permission to perform the task that conflicts with the rules. • The transaction will abort.
No	**Yes**	• Members of this Security Group do not have permission to perform the task that conflicts with the rules. • They are permitted to request another operator with override privileges to login and override the rule for them.

Park Parameters

The Park Suite System uses a large number of parameters to enable users to customize its performance to their needs.

To display a complete list of parameters available for the Park:

1. Select Admin->Security->Park Parameters.
2. A check in the Updateable by Park field, indicates that the parameter may be updated at the park.



Park Parameters Window

Complete parameter definitions, including their purpose, role and where they are referenced, can be found in Appendix B.

NOTES

Financial Setup

Overview

The Park Setup application allows users to create General Ledger Account Numbers or to enter their existing Account Numbers.

General Ledger Accounts are assigned numbers based on a maximum of 12 parts, allowing use of any existing account numbering structure. Each of the twelve account number parts may contain a maximum of 8 characters.

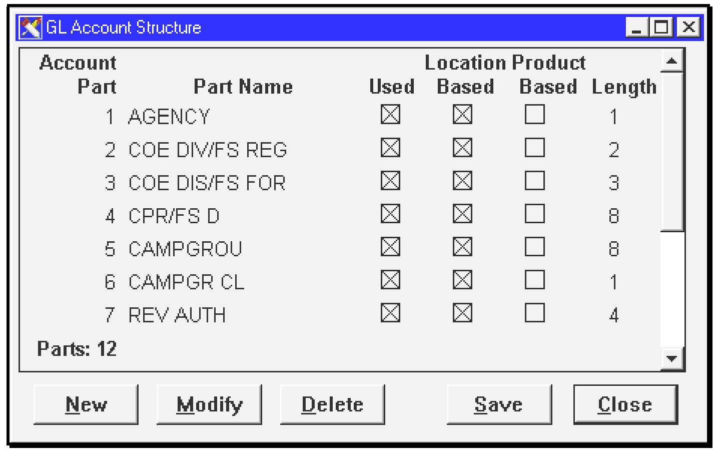
While there is a maximum limit of 12 parts to any particular account number, it is not required to use all 12 available parts. If only one part (8 characters or shorter), is required, continue to use just that one part.

General Ledger Account Structure

While setting up the account structure, it is important to realize that at least one part of the account number must be **Location Based**. This will be used to reference the location responsible for the information contained in any particular account. If no location is indicated, there is no way to designate the destination of the account information.

Location Based account parts are used to identify the location for which transaction activities have occurred, and locations to which information about the transactions are to be sent.

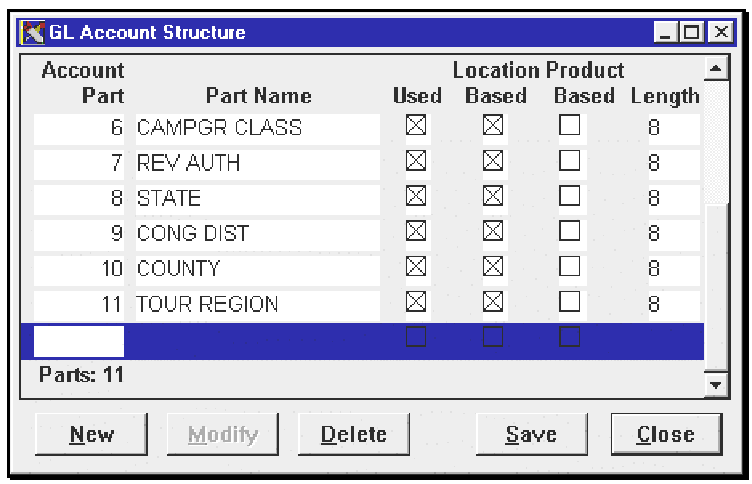
Product Based account parts are used to identify items involved in a transaction, and the accounts to which information regarding that product is to be sent.



GL Account Structure Window

To define GL Accounts:

1. Select **Financial->GL Account Structure** to open the *GL Account Structure* window.
2. Click **New**.



Add New GL Account

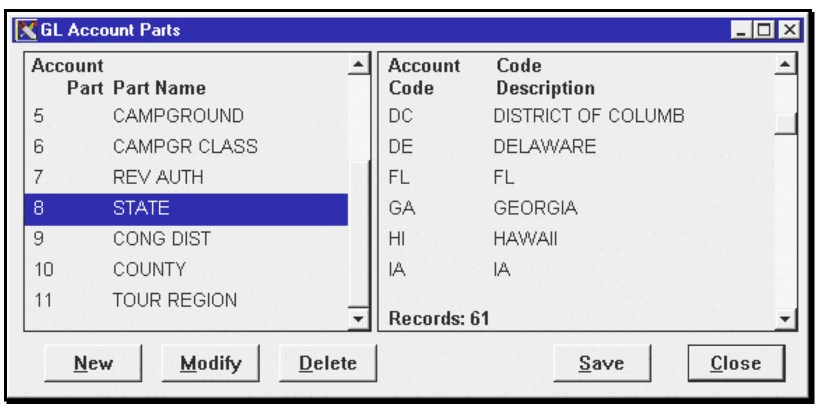
3. In the **Account Part** field, enter a number (1 through 12) to identify which of the 12 account number parts is to be used. Start with Part 1 and then keep adding parts until finished, or until Part 12 has been reached.
4. In the **Part Name** field, enter a description of this particular part of the account numbers.
5. Check the **Used** field to indicate that this part is to be included in the account numbers. Leave unchecked if this part is not used in the account number.
6. Select this account to be **Location Based** or **Product Based**:

- Check **Location Based** if this part of the account number references a particular location (CRS, Park or any other location that is included in the Location Reference Setup).
- Check **Product Based** if this part of the account number references a particular product (such as a particular site type).
- Select one option only. An Account Part cannot be both Location Based and Product Based.

7. In the **Length** field, enter the number of characters to be used for this part (up to a maximum of 8 characters).
8. To save this account part, click **Save**.
9. Click **Close** to exit the process.

GL Account Parts

After the Account Structure has been created, provide the Park Suite System with all of the values that can be included for each part of the account numbers.



GL Account Parts Window

To setup a GL Account Part:

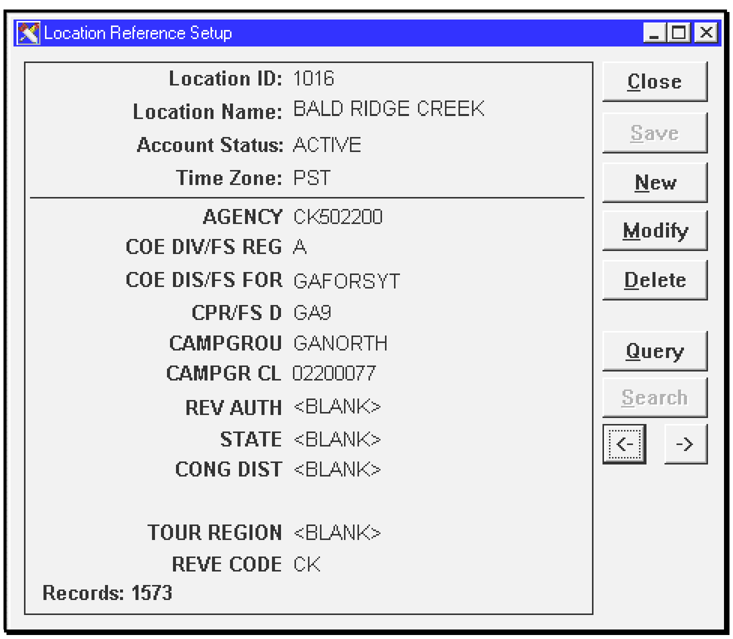
1. Select **Financial->GL Account Parts** to open the *GL Account Parts* window.
2. All account parts that need to be setup are displayed. This list is based on the setup of Account Structure. Select the **Account Part** to setup.
3. Click **New** to activate the **Account Code** and **Code Description** fields.
4. In the **Account Code** field, enter the alpha/numeric code to be included in this part of the account numbers. This code must be the same length as indicated in the "Length" field during the Account Structure setup.

5. In the **Code Description** field, enter a description of the Account Code.
6. After each Account Code/Description has been entered, click **Save**.
7. If the account numbers do not have default values to appear in a particular part of their structure, a list that will allow customization of account numbers may be created.
8. To create a list of account codes for any of the account parts, click **New** while the specific account part is highlighted. This will activate a new row under the Account Code and Account Description fields. Enter the next Account Code and Account Description, and keep adding until every code and description has been entered.
9. After all account codes have entered, click **Close** to exit.

Remember:
Every account code to be used on this system, must be entered in the appropriate part of this table.

GL Locations

The Park Suite System is designed to integrate databases in various locations. An account code must be defined and added to the system for every location defined in the database. The Location ID number of the CRS is "1", and every Park will have a unique Location ID number.



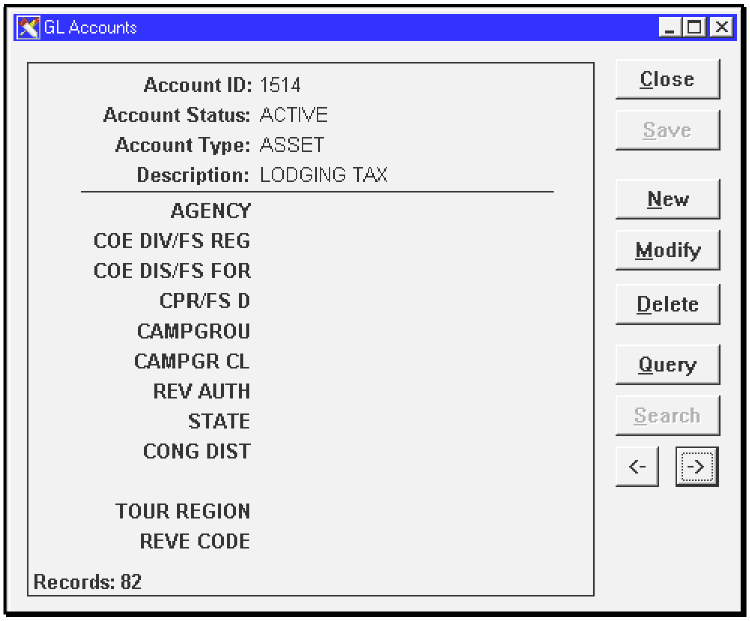
Location Reference Setup Window

To setup a GL Location:

1. Select **Financial->GL Locations** to open the *Location Reference Setup* window.
2. Click **New**.
3. The **Location ID** field identifies the new park location and will be generated by the system once the new record is saved.
4. In the **Location Name** field, enter the name of the location that is associated with the location ID.
5. In the **Account Status** field, select one of the following options:
    - Select **Active** for accounts that are already being used in the system.
    - Select **Held** for accounts that have been used previously by the system, but have been removed from the active list of accounts (i.e. the Account has been closed).
    - Select **Pending** for accounts that have been established, but have not yet been activated for use in the system.
6. In the **Time Zone** field, select the time zone for this location from the drop-down list.
7. In the remaining fields, select the appropriate combination of location based account parts to create the account code that will be used to identify the current location.
8. Click **Save** to save the GL Location.
9. Click **Close** to exit the process.

GL Accounts

Once all the account codes have been setup, the actual GL Accounts may be created.



GL Accounts Window

To setup a GL Account:

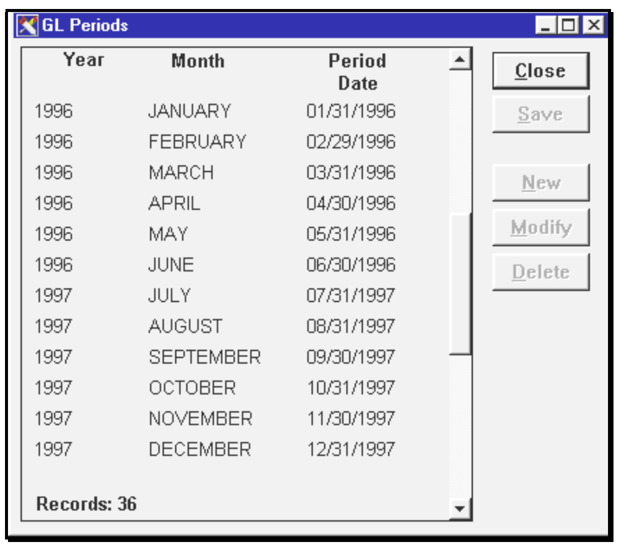
1. Select **Financial->GL Accounts** to open the *GL Accounts* window.
2. Click **New**.
3. In the **Account Id** field, a system generated account identification number will be created.
4. In the **Account Status** field, select one of the following options:
   - Select **Active** for accounts that are already being used in the system.
   - Select **Held** for accounts that have been used previously by the system, but have been removed from the active list of accounts.
   - Select **Pending** for accounts that have been established, but have not yet been activated for use in the system.
5. In the **Account Type** field, select one of the following options:
   - Select an **Asset** account for those items which are owned, such as property or equipment.

- Select an **Equity Account** for the interest of the owner or owners of a business, in the assets.
- Select an **Expense Account** for those costs incurred or associated with the earning of revenues.
- Select a **Liability Account** for debts owed to suppliers, staff, and taxes payable.
- Select a **Revenue Account** for sources of income earned by a business, by supplying customers with goods or services.

6. In the **Description** field, enter up to 30 characters of text as the name of the account being created.
7. Click **Save** to save the GL Account.
8. Click **Close** to exit the process.

GL Account Periods

If the fiscal year does not match the calendar year, use the GL Account Period option to indicate the periods of the fiscal year.



GL Account Periods Window

To setup a GL Account Period:

1. Select **Financial->GL Account Periods** to open the *GL Periods* window.
2. In the **Year** field, enter the calendar year being set up.
3. In the **Month** field, select the first month of the fiscal year.
4. In the **Period Date** field, enter the last calendar date for the monthly period just entered in the **Month** field. For example, if the fiscal year is divided into 13 sections or months, indicate the calendar date at the end of each "monthly" period.

NOTES

Tables

Overview

Once Park Suite Codes are defined under the Code Mgmt menu, they are available to be applied to specific parks or sites. The required codes are placed in tables which are then assigned to Park Office and CRS.

This chapter identifies these tables and lists any prerequisite codes that must be defined before entering table data.

Example:

As a pre-requisite to define Park Holidays,

- Setup a Holiday Group Code
  (Code Mgmt->Park-> Holiday Groups).

To make a Holiday available at the park,

- *Create the* ***Park Holiday*** *Table*
  *(Inventory***->***Parks***->*** *Holiday).*

The Code Management chapter illustrates how to define available codes. This chapter demonstrates how to apply those codes to park-specific tables.

Park Tables

Equipment Type

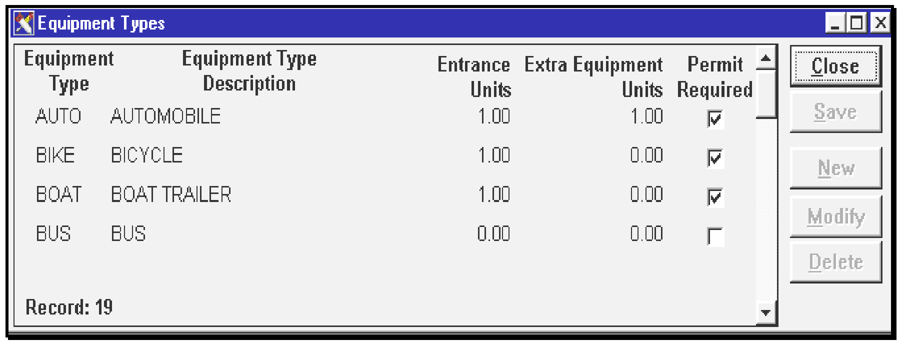
The **Equipment Types** table contains all valid types of equipment that customers are permitted to bring with them to the park.

Adding Equipment Types involves setting up equipment codes and descriptions, indicating if extra equipment charges apply, indicating when permits are required and when entrance fees apply for specified types of vehicles.

There are no prerequisite codes required to use this table.

To set up a new Equipment Type:

1. Select **Admin->Tables->Parks->Equipment Type** to display the *Equipment Types* window.



Equipment Types Window

2. Click **New**.
3. In the **Equipment Type** field, enter up to four characters as the code for this equipment type, e.g. "BOAT".
4. In the **Equipment Type Description** field, enter up to 30 characters of text as the description for the equipment code.
5. In the **Entrance Units** field, enter the default number of units. Entrance Units indicate that an entrance fee applies to this type of equipment.
6. In the **Extra Equipment Units**, enter the default number of units. The Extra Equipment Units is the default quantity to be charged for this equipment type when it is added as an extra vehicle. Entering a quantity greater than one indicates that this type of equipment qualifies as more than one unit.

   Example:
   Where a standard size camper may be charged as one unit, a large camper may be charged 2 units.

7. Check the **Permit Required** field, if a permit is required to use this equipment.
8. Click **Save** to update the database with the new equipment type.

9. Repeat the steps above until all equipment types have been added. Be sure to include every possible type of equipment that may be used at one or all of the parks in your system.
10. The number of records in the table are identified at the bottom left of the *Equipment Types* window.
11. Click **Close** to exit.

To modify an Equipment Type,

1. Click the **Modify** button.
2. Click on the **Equipment Type** to be revised.
3. Revise the Code, Description, Entrance Units, Extra Equipment Units, or Permit Required flag as required.
4. Click **Save** to update the table in the database.
5. Click **Close** to exit.

To delete an Equipment Type Code,

1. Click on the **Equipment Type** to be deleted.
2. Click the **Delete** button.
3. Click **Yes** in the confirmation dialog box.
4. The record will be removed from the table and the *Equipment Type* window.
5. Click **Close** to exit.

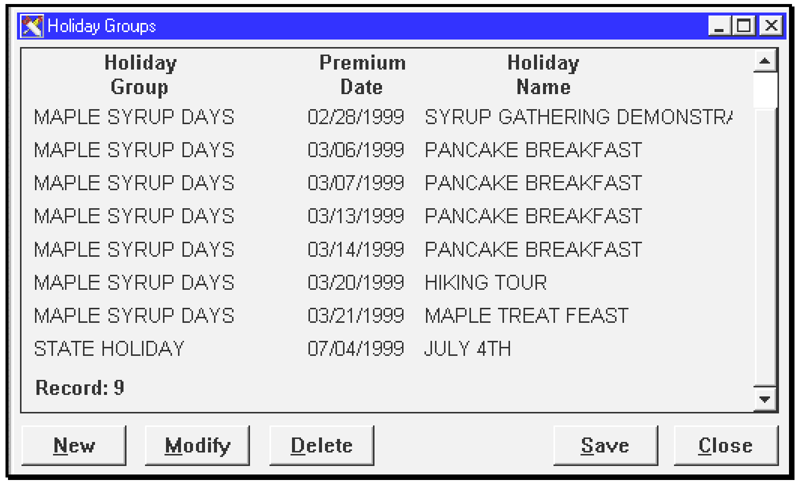
Park Holiday

To charge premium rates for specific dates, setup holidays through the Park Holidays function.

- Ensure a Holiday Group code has been defined (**Code Mgmt-> Park-> Holiday Groups**).

To create the Park Holiday table:

1. Select **Admin->Tables->Park->Park Holiday** to open the *Holiday Groups* window.



Holiday Groups Table

2. Click **New**, to add a new park holiday.
3. From the drop-down list, select the **Holiday Group** to which this holiday belongs.
4. In the **Premium Date** field, enter the calendar date for which a premium may be offered, in the format mm/dd/yyyy.
5. In the **Holiday Name** field, enter a name for this holiday.
6. Click **Save** to update the database.
7. Repeat the steps above until all new holidays have been entered.
8. The number of records in the table are identified at the bottom left of the *Holiday Groups* window.

To modify a Park Holiday,

1. Click the **Modify** button.
2. Click on the **Park Holiday** to be revised.
3. Select a new Holiday Group, Premium Date, or Holiday Name as required.
4. Click **Save** to update the table in the database.

To delete a Park Holiday,

1. Click on the **Park Holiday** to be deleted.
2. Click the **Delete** button.
3. Click **Yes** in the confirmation dialog box.
4. The record will be removed from the table and the *Holiday Groups* window and the record count will be decreased.

Click **Close** to exit.

Map Tables

Maps allow Park Suite users to quickly and easily perform several of the most common functions required to service customers. The Map function allows users to view an image of the Park and every Campground, Loop and Site in the Park. From the Campground Loop maps, site locations may be viewed and identified as occupied, available, or scheduled to become available for the current date. This means that Check Ins, Check Outs, Transfers, Upgrades and Change Dates can all be performed using maps.

Before any of these functions may be performed, the maps must be created and setup to the park's specifications. Once the maps are installed, site locations are identified, and Site Type bitmaps applied, using a Graphical User Interface (GUI).

Graphical User Interface

The Park Suite Map feature uses 256-color bitmaps in a system palette, to display an on-screen representation of a park. Users are responsible for producing and modifying the appearance of the bitmap images to be used.

The Park Suite System has some specific bitmap requirements, listed below. Review this section carefully to ensure Maps appear and function properly.

Creating Park Maps

Depending on the system's video mode, there are different size requirements for bitmap images. Check with the system administrator to determine if the system will be running in **VGA** or **SVGA** mode.

The amount of on-screen space assigned to Park Suite maps is dependent on the video mode being used. Images should be designed to be of equal dimensions to this on-screen space. This will ensure that the image developed will not become distorted by the system's **auto-adjust** feature, allowing for a more accurate display of the image on the screen.

If operating in **VGA** mode,

- The available **screen size** is **640** pixels wide, and **480** pixels high.
- Bitmap images in **VGA** mode will be **640** pixels wide and **331** pixels high.

If operating in **SVGA** mode, two screen size options are available:

- For screens **800** pixels wide by **600** pixels high, bitmap images must be **800** pixels wide by **414** pixels high.

- For screens **1024** pixels wide by **768** pixels high, bitmap images must be **1024** pixels wide by **530** pixels high.

Auto-Adjust

The Park Suite System has an **auto-adjust** feature which will affect the bitmap images assigned to the maps. It will automatically adjust the bitmap image to fit into the on-screen space allocated for maps. The auto-adjust function uses a width to height ratio of 1.0 pixel**:** 0.518195 pixel to conform bitmap images to the dimensions listed above.

Example:
For a bitmap image of 600 pixels wide and 10 pixels high, the auto-adjust feature will stretch the image to the required 640 pixels wide and 331 pixels high (in VGA mode). This will, however, cause a significant distortion of map's on-screen appearance since it was developed with dimensions that do not closely follow the size requirements.

Main Map

The bitmap developed as the Main Park Map may be any image; a favorite cartoon, nature scene, or a park drawing. This image will be overlaid with point-and-click **hotspots** that will be used to direct users to the various Campground Loop maps. The purpose of the Main Park Map image is to provide a backdrop for these hotspots.

If the Main Park Map image is designed to look like a map of the park, it must be a 256-color bitmap using a system palette. It should contain rivers, lakes and other major landmarks that will help provide a general outline of the park. The main park map should also include representations of the Campground Loops (camping areas and loops). This will make the Main Map a useful tool for locating and identifying the different camping areas within the Park.

Note:
Do not include any site locations or site names on your Main Park Map image. These will be assigned to your Campground Loop maps during Setup.

Filename Convention

Once the Main Park Map image has been created, save it as a bitmap file (*.bmp) using the following filename conventions:

***Park Code*_m.bmp**

where *Park Code* is the 4-character code for the park, and

the character "**m**" identifies this file as the Main Park Map file.

Examples:
Pete_m.bmp *represents the main park map for Petersburg campground,*
Swal_m.bmp *represents the main park map for Swallow Lake campground.*

The file must be a 256-color bitmap image with a '.bmp' extension.

Loop Maps

Loop Maps must use 256-color bitmaps with system palettes. Using any other format will cause color distortion.

Note:

Do not save the file as RGB or Adaptive.

Do not use Exact palettes.

The Loop Maps should identify any bodies of water (including rivers), roads, major structures, and campground facilities (showers, stores, etc.). It is important to include a general outline of the campground loops.

Compass Rose

Do **not** include any site locations on Loop Map images. These will be assigned by the system during Setup. Park Suite will not recognize the locations of any sites included on the Loop Map images until the Loop Maps have been Setup, at which time the maps will be overlaid with site locations.

Filename Convention

Once Loop Map images have been created, save them as bitmaps, using the following filename conventions:

***Park Code_Loop#*.bmp**

where Park Code is the 4-character code for the park, and

Loop# identifies this file as a Loop Map file for the park.

Examples:
Pete_12.bmp *represents Loop 12 map for Petersburg campground,*
Swal_8.bmp *represents Loop 8 map for Swallow Lake campground.*

The file must be a 256-color bitmap image with a '.bmp' extension.

Map Appearance

The appearance of maps may be modified at any time, using the same drawing software used to create the bitmaps. It is important to realize that any changes to maps will affect their appearance only. The point-and-click function of Park Suite Maps is programmed to associate a specific screen location with each site that appears on the maps. This allows users to click on the site icons and display information about the site.

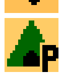
Therefore, if the layout of Map images is altered, **Setup** must be used to reposition sites over the new bitmap image to accurately reflect their location on the new map. If these sites are not relocated, Park Suite will continue to display sites at their old locations.

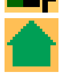
Site Type Bitmaps

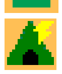
The Park Suite System uses a graphics icon function to display sites on the maps as bitmap images instead of site numbers. These Site Type bitmaps may be created using drawing software. Alternately, the bitmaps included with *Park Office Site Type Graphics Library,* located in the **C:\i2k\user_pic** directory, may be used. These bitmaps are pictorial representations of each Site Type available in the park. Every Site Type in the park must be a unique bitmap. Try to make this icon as distinct as possible to clearly convey the characteristics of each site type.

Example Bitmaps

 *RV / Trailer Site*

 *Family Site with. Parking*

 *Group Shelter*

 *Family Site with Electrical*

- Park Suite requires that these images be 256-color bitmaps using System Palettes that are **20** pixels wide by **20** pixels high.

Since the site displays on maps can be used to identify site **occupancy status**, as well as site type, it will be necessary to create 2 different bitmaps for each site type that exists in the system:

- One bitmap for **Available** sites,(use green to indicate the site is open)
- One for **Reserved** sites. (use red to indicate the site is occupied)

In order to maintain consistency for users, both Icons for any Site Type should be identical in appearance, except for their color.

Filename Convention

The Park Suite System requires Site Type bitmap images to be saved using the following filename convention:

i2K_###.bmp *(i.e. i2K_101.bmp)*

where the **i2K** prefix followed by a single underscore identifies Site Type bitmaps, and

the 3 or 4 digit number identifies the first two digits as the **Site Type** (10 to 99 inclusive), and the third and fourth digits as the **status** of the site.

Be sure the map is a bitmap file with the extension **".bmp"** as this is the only graphics file permitted in Park Suite.

Examples:
i2k_101.bmp *is a site type bitmap for site 10 with available status (green)*

i2k_102.bmp *is a site type bitmap for site 10 with reserved status (red)*

Special Note:

Send copies of any internally developed bitmap images to ReserveAmerica to be included in the Site Type Graphics Library.

Map Layout

During **Setup**, site locations are assigned to Loop Maps. The bitmap image designed for the Loops can be viewed, and site locations can be placed on top of that image. Ensure that each Loop Map image does not include too many sites. Since each site requires on-screen space for a **20** pixels by **20** pixels, there is a maximum of 325 sites that can be displayed on any one map in VGA mode.

It is recommend that Campground Loop maps should not contain more than **100** sites per map. This will allow users to make the best use of their maps, including the Site Type bitmap used for displaying sites.

Visualize the screen as a grid of 25 columns and 13 rows. Do **not** put 26 sites across one row on the screen; or place 14 sites in any column. If these limitations are exceeded, the image will become distorted. Try to design the maps to include **5** pixels of space as a **buffer** between each site displayed on the map.

Large campground loops may need to be divided into multiple maps. Also, several small campground loops may be combined into one map. This may help to reduce the number of bitmaps that need to be created.

Map Installation

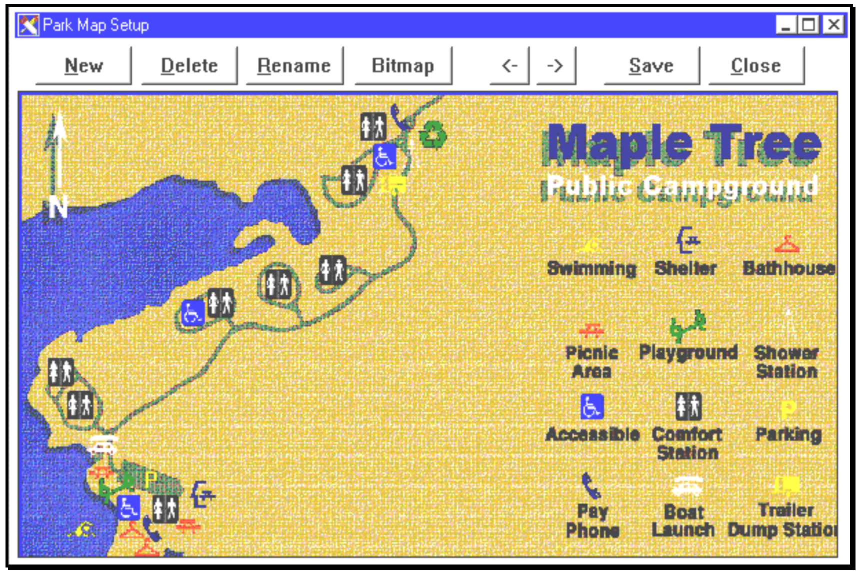
When Park Suite is installed, it creates an **i2k** directory on the C drive with a **user_pic** sub-directory (***C:\i2k\user_pic***). All map image files (bitmaps), including the park's Main and Loop Map images, must be placed into this sub-directory for use by the Park Suite Map function. Remember to use the ReserveAmerica conventions for naming these files.

Assigning Park Maps

Each Map used in the Park Suite System is assigned in the **Park Setup** application This allows users to identify a single **Main Map** window, and as many **Loop Map** windows as are necessary.

Assigning the Main Map

1. Select **Admin->Tables->Maps->Map Setup** to open the *Main Map* window. This will be the window to which the Main Park Map may be assigned.
2. Click **New** to open the *Select File* window.
3. From the **C:\i2K\user_pic** directory, select the Main Park bitmap file and click the **Open** button.



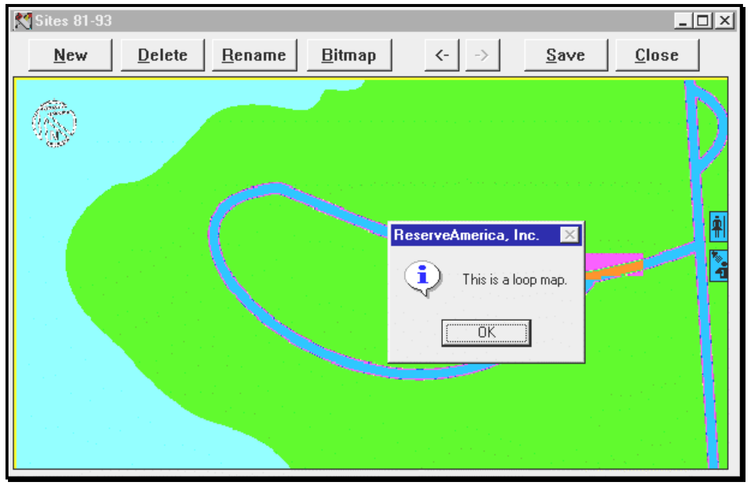
Map Setup Window - Main Map

4. The Map selected will be displayed and a dialog box will open asking if this is a loop map. Click **No**.
5. In the *Map Title* dialog box, enter the name of the Main Map.
6. Click the **Save** button to save this map as the Main Park Map.

Assigning Loop Maps

Just like the Main Park Map, Campground Loop Maps must be assigned to their own windows.

1. Select **Admin->Tables->Maps->Map Setup** to open the *Main Map* window.
2. Click **New** to open the *Select File* window.
   - From the **C:\i2K\user_pic** directory, select the Park's loop bitmap file and click the **Open** button.
3. The Map selected is displayed. A message box will confirm this as a loop map. Click **OK**.



Loop Map Setup

4. In the *Map Title* dialog box, enter the name of the Loop Map.

Loop Map Title

5. Click the **Save** button to save this map.
6. Use the **Bitmap** button to place a different bitmap on the displayed map window.

   Example:
   If sites are placed on the wrong bitmap image, it may be easier to get the proper image using the Bitmap function and then repositioning the sites, rather than deleting the map and sites and starting the process over.

7. The name of the map selected is displayed in the title bar. To change the name of a map, click the **Rename** button and enter a new map title in the dialog box.

Repeat this process for every Loop Map to be used within Park Suite.

Ensure each Loop Map is provided with a different name. This will make it easier for your operators to select the correct Map when working with customers. If the sites are in numeric sequence on the loop map, it may be helpful to include them in the title (e.g. "Waterfront loop - Sites w10-w20").

Opening Existing Maps

Once Maps have been created, they may be viewed to confirm they have been set up correctly.

To open existing maps:

1. From the **Admin** menu, select **Tables->Maps->Map Setup** to open the *Main Map* window.
2. Use the **arrow keys** to move through map images.

Deleting Maps

CAUTION!
It is strongly recommended that Park Suite Maps are NOT deleted.

Deleted Maps cannot be recovered by Park Office. If the wrong map is deleted accidentally, the bitmap file will need to be assigned to a new window.

If the **Main Park Map** is deleted, any hotspot links associated to Loop Maps will be lost. Any sites placed over a deleted Loop map will also be lost. Those sites will need to be re-located over either a new map, or onto other maps that are already in the system.

If it absolutely necessary to delete a map from Park Office:

1. Select **Admin->Tables->Maps->Map Setup** to open the *Main Map* window.
2. Use the **arrow keys** to move to the map image to be deleted.
3. When the map is displayed, click the **Delete** button.
4. A confirmation dialog box will be displayed. Click **Yes** to delete the map.

Creating Point-and-Click Maps

Park Suite Maps are used as backgrounds for a point-and-click workspace that users may use when performing their normal duties at the park. These maps must be 256-color bitmaps using System Palettes, and must use *ReserveAmerica*'s standard filename convention.

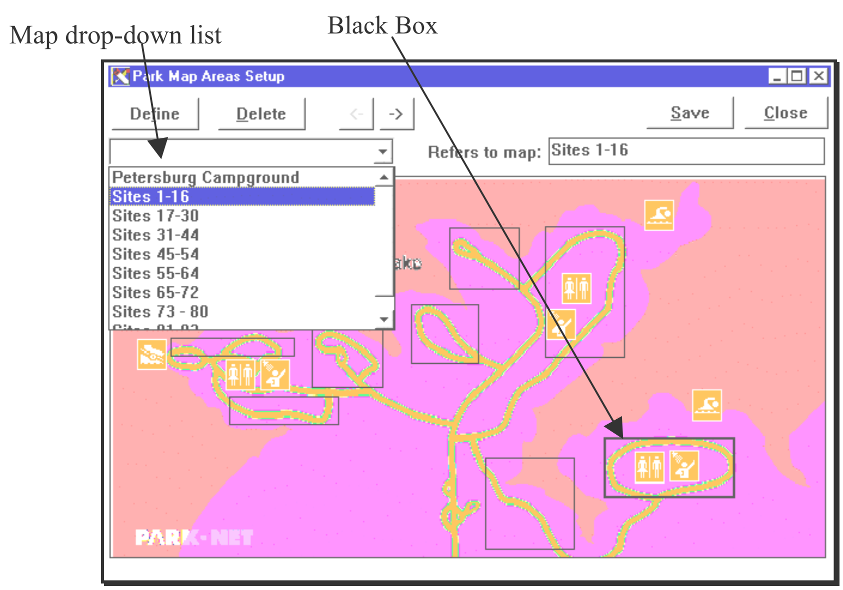
The most important thing to know about the Main Park Map is that it will be overlaid with point-and-click **hotspots** that are used to open Campground Loop Maps. The functional purpose of the Main Park Map image is to provide a background for these hotspots. It is up to the park to design this background.

Campground Loops are identified on the main Park Map by a **black box**. A Loop Map may be selected from the Main Map by double-clicking on one of these boxes. This will open the campground loop map. These hotspots must be defined on the Main Map before this feature is available.

Creating Loop Hotspots

Hotspots may be created by dragging and dropping the black box onto the appropriate places on the map. Click the corners of the box to adjust the size of black boxes, as required.

1. Select **Admin->Tables->Maps->Map Areas** to open the *Park Map Areas Setup* window.
2. Use the **arrow keys** to move through the map images and select the Main Park Map.
3. Click **Define**.
4. A **black box** will appear in the upper left-hand corner of the *Main Map* window. Place the cursor in the black box and, holding down the left mouse button, drag the box to the required location. This box may be **resized** by placing the cursor on any of its corners, holding down the left mouse button, and dragging the arrow icon to the size required.



Park Map Areas Setup Window

5. Once the **black box** is positioned, click the drop-down list on the left side of the window. Select the map to attach to the black box highlighted on the screen.
6. Click **Save** to save the hotspot location on the Main Park Map and to save the Map association that was just created.
7. Repeat this procedure for each Loop map, making sure that each area is saved and defined on the Main Park Map. When

this process is complete, each loop map will have been associated with its own hotspot on the Main Park Map.

8. Click **Close** to exit the process.

Specialized "Hotspots

It is possible to include graphics, a picture of park staff, a favorite nature scene, etc. as a hotspot on the Main Park Map. Simply create a bitmap file of that picture, define it as a Loop Map, and create a “hotspot” on the Main Park Map.

> ***Example:***
> *To display a map of all hiking trails that run through your park, save a “Trails” Map as a Loop map, and then assign this Map to a new black box on the Main Map. Identify the purpose of this new black box by including some text on the Main Map’s image (bitmap) file. When the “Trails” box is clicked, a map outlining all available trails can be displayed.*

Note:
Try not to design Maps with several levels of hotspot jumps, as this will become awkward for users.

Site Type Bitmaps

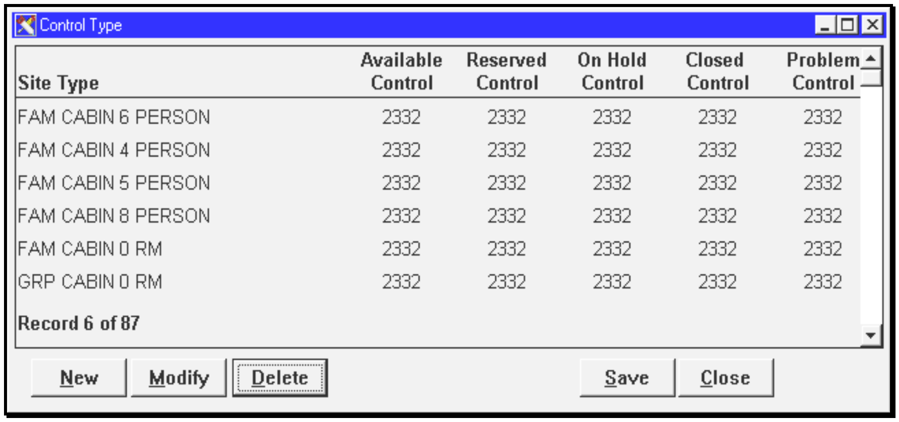
Site Type bitmaps need to be applied to the Maps in Park Suite.

Note:
Only CRS staff may apply site type bitmaps to Park Suite Maps.

Site Type Control

Site Type Controls are used to assign a bitmap image to a site’s status. For example, a green image of a site to indicate ‘Available’ status, a red image for ‘Reserved’, a blue image for ‘Closed’, etc.

1. Select **Admin->Tables->Maps->Map Controls** to open the *Control Type* window.
2. Click the **New** button, to assign bitmaps to the appropriate Site Types.
3. In the **Site Type** field, select the first site type.



Control Type Window

4. In the **Available Control** field, enter the 3 or 4 digit number from the bitmap filename to indicate that this Site Type is unoccupied.
5. In the **Reserved Control** field, enter the 3 or 4 digit number from the bitmap filename to indicate that this Site Type is occupied.
6. In the **On Hold Control** field, enter the 3 or 4 digit number from the bitmap filename to indicate that this Site Type is on hold.
7. In the **Closed Control** field, enter the 3 or 4 digit number from the bitmap filename to indicate that this Site Type is closed.
8. In the **Problem Control** field, enter the 3 or 4 digit number from the bitmap filename to indicate that this Site Type is a problem site.

Site Type	Available Control	Reserved Control
TENT	101	102
(filename)	i2K_101.bmp	i2K_102.bmp
CABN	111	112
(filename)	i2K_111.bmp	i2K_112.bmp

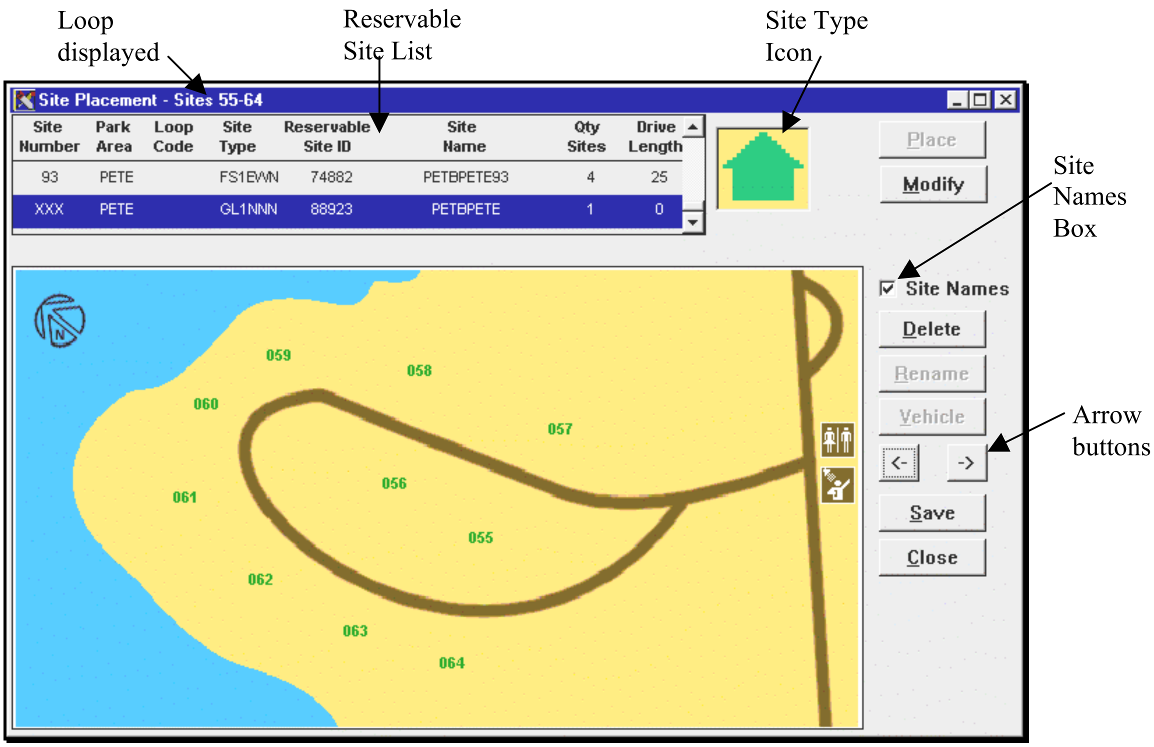
Map Controls Table Examples

Placing Sites on Maps

Once Maps and Site Type bitmaps are assigned, site locations need to be assigned to the maps. When this is complete the Maps are available for use within the Park Suite System.

To assign site locations on Park Suite maps:

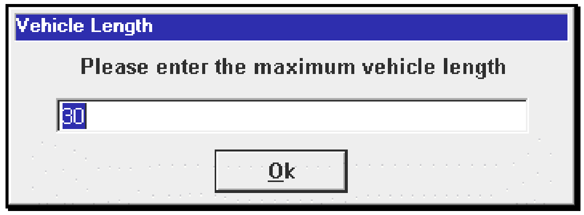
1. Select **Admin->Tables->Maps->Map Sites** to open the *Site Placement* window.



Site Placement Window

2. Check the **Site Names** box, on the right side of the window, to view site names while placing sites. To view site icons, leave this field empty. *Site Names is the recommended setting.*
3. Use the **arrow buttons** to select a loop map.
4. Scroll through reservable sites list , at the top left of the window, and highlight the reservable site to be placed on the map.
5. Click the **Place** button.
6. Click on the **Location** on the map where this reservable site is to be placed.
7. In the *Site Name* window, enter the **Site Number** for this site type.

8. In the *Vehicle Length* window, enter the maximum length of the vehicle permitted on this site.



9. To continue placing sites,
    - Click on another location on the map. The next site on the reservable site list, with the same park area, loop and site type will automatically be selected for placement.
    - Alternately, highlight another reservable site from the list to be placed.
10. Click the **Save** button to save the reservable site(s) in this location.
    - If a site is moved once it has been saved, it must be saved again. The system will not recognize any unsaved site locations.
11. Click **Close** to exit.

Modifying Site Information

To modify information on an existing site:

1. Select **Tables->Maps->Map Sites** from the **Admin** menu to open the *Site Placement* window.
2. Use the **arrow buttons** to select a loop map.
3. Click the **Modify** button.
4. Click on the site on the map. It will appear boxed.
    - Click the **Rename** button to re-enter a new name in the *Site Name* window.
    - Click the **Vehicle** button to enter a new vehicle length in the *Vehicle Length* window.
5. Click **Save**.
6. Click **Close** to exit.

Repositioning Sites on a Map

To relocate a site on a map:

1. Select **Tables->Maps->Map Sites** from the **Admin** menu to open the *Site Placement* window.
2. Use the **arrow buttons** to select a loop map.

3. On the map, click on the site to be relocated. This will box the site.
4. Click on the new location. The site will be moved to this location.
    - Click on the site again to 'de-select' it.
5. Click the **Save** button to save the site in this location. If you do not Save your site's new location, it will continue to appear in its original location.
6. Click the **Close** button to exit.

Relocating Sites

To relocate a site to a different map, it must first be **deleted** from the original map and then placed on a different map following instructions for *Placing Sites on Maps*.

1. Select **Tables->Maps->Map Sites** from the **Admin** menu to open the *Site Placement* window.
2. Use the **arrow buttons** to select the map where the site is located.
3. Click the **Modify** button.
4. Click on the site. The site will appear boxed.
5. Click the **Delete** button.
6. Click **Yes** in the confirmation dialog box to delete the site from this map.
7. Follow the instructions for Placing Sites on Maps on page to place this site on a different map.
8. Click **Save** to save the site in the new location. If the site's new location is not saved, it will continue to appear in its original location.

Reservation Tables

Reservation Rules

There are three Reservation Rules required to be setup:

- Payment Rules,
- Confirmation Rules,
- Cancellation Rules.

Payment Rules

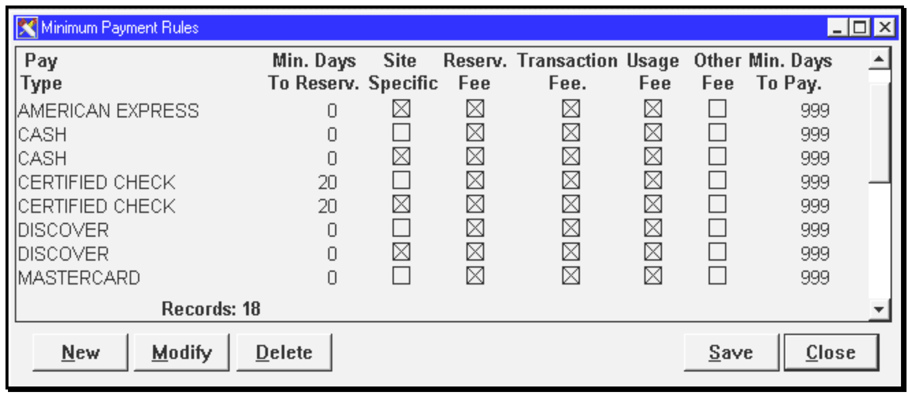
Payment rules are used to determine when a particular payment method may be used and to determine what elements of the charge will be included in the minimum payment.

Prior to setting up Reservation Tables:

- Ensure a **Pay Type** codes has been defined (*Code Mgmt* **->***Financial***->***Payment Methods*).

To create the Minimum Payment Table:

1. Select Admin->Tables->Reservation ->Rules->Payment Rules to open the *Minimum Payment Rules* window.



Pay Type	Min. Days To Reserv.	Site Specific	Reserv. Fee	Transaction Fee.	Usage Fee	Other Fee	Min. Days To Pay.
AMERICAN EXPRESS	0	☒	☒	☒	☒	☐	999
CASH	0	☐	☒	☒	☒	☐	999
CASH	0	☒	☒	☒	☒	☐	999
CERTIFIED CHECK	20	☐	☒	☒	☒	☐	999
CERTIFIED CHECK	20	☒	☒	☒	☒	☐	999
DISCOVER	0	☐	☒	☒	☒	☐	999
DISCOVER	0	☒	☒	☒	☒	☐	999
MASTERCARD	0	☐	☒	☒	☒	☐	999

Minimum Payment Rules Window

2. Click **New**.
3. In the **Pay Type** field, select the method of payment from the drop-down list.
4. In the **Min. Days To Reserv**. field, enter the number of days before the start date of a reservation during which this method of payment <u>cannot</u> be accepted.

   Example:
   For a ***Pay Type*** *of 'Check', 14 days may be required for a check to clear from the bank. Use* ***Min Days to Reserve*** *to prevent CRS customers from paying by Check within 14 days of the reservation start date.*

5. Check the **Site Specific** box to make this minimum payment rule <u>only</u> applicable to Site Specific Reservations.

Leave this box unchecked if this rule is to apply only to non-site specific reservations.

Note:
If both site specific and non-site specific reservations are being accepted, one minimum payment rule is required for site specific reservations and another for non-specific reservations, for all pay types.

6. Check the **Reserv. Fee** box if the Reservation Fee will be included in the minimum payment charge. The Reservation Fee is a one-time charge for making the reservation. The length of the reservation has no bearing on this fee or on its charge.
7. Check the **Transaction Fee** box if the Transaction Fee will be included in the minimum payment charge. Transaction fees includes any Transfer fees, Administration fees, etc. that may be defined.
8. Check the **Usage Fee** box if the Usage Fee will be included in the minimum payment charge.
   - If this box is checked, the Usage Fee is charged for each day of the reservation.
   - If this field is not checked, the Usage Fee is only charged for the number of days indicated in the **Min. Days to Pay** field.
   - If the **Usage Fee** field is unchecked and the **Min. Days to Pay** field is set to zero, no Usage Fee is charged.
9. Check the **Other Fee** box if any other fees (POS, etc.) will be included in the minimum payment charge.

   Example:
   If this box is checked, any POS items that were purchased when making a reservation must be paid for before the reservation can be confirmed.

10. In the **Min. Days to Pay** field, enter the number days that the Usage Fee will be included in the minimum payment charge in order to create a confirmed reservation for this **Pay Type**.
11. Click **Save**.
12. Repeat the above steps for each **Pay Type** that exists in the Park Suite System.
13. Click **Close** to exit.

Example:

The careful and accurate setup of payment rules is the single most important step in calculating the correct minimum payment. The following example illustrates how payment rules need to be defined.

In this example, when the payment method is **Cash**, the minimum payment is to include the reservation fee plus one night's usage fee. This applies for both site specific and non-site specific reservations. The minimum days required to make a reservation using this payment method is zero. No Transaction or Other fees have been defined.

Therefore, the Payment Rules entry would be as follows:

- The **Pay Type** is Cash.
- The **Min. Days to Reserv.** equals zero.
- The **Reserv. Fee** field should be checked. *This will include the Reservation Fee in the minimum payment amount*.
- The **Usage Fee** field should NOT be checked. *This will only charge the Usage Fee for the number of days in the Min. Days to Pay field.*
- The **Min Days To Pay** field should be set to 1.
- The **Transaction Fee** and **Other Fee** fields should not be checked.
- Two entries need to be added with the above entries. One with **Site Specific** field checked, one with the **Site Specific** unchecked. *This will define the same payment rules for both site specific and non-site specific reservations.*

Confirmation Rules

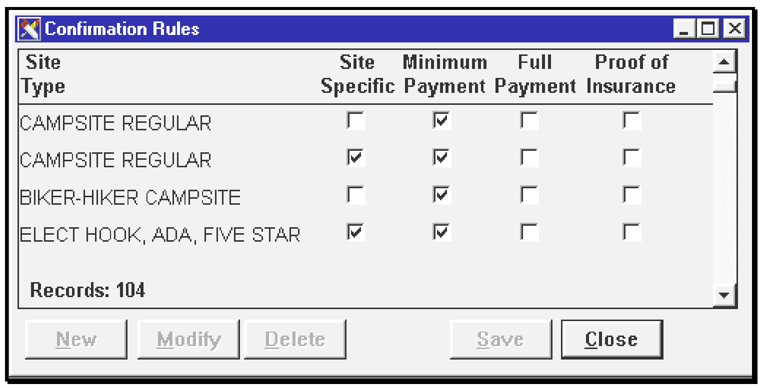
This table defines the confirmation rules based on the **Site Type** being reserved.

Prior to setting up Confirmation Rules:

- Ensure the **Site Types** has been defined *(Park***->***Site Type*).

To setup the Confirmation Rules Table:

1. Select Admin->Tables->Reservation->Rules-> Confirmation Rules to open the *Confirmation Rules* window.



Confirmation Rules Window

2. Click **New**.
3. Select the **Site Type** from the drop-down list.
4. Check the **Site Specific** box to apply this confirmation rule to Site Specific Reservations only. Leave this box unchecked to only apply this rule to Non-Site Specific sites.

   Note:
   If a Site Type has both site-specific sites and non-site specific sites, then one confirmation rule is required for the site-specific sites and another rule for the non-site-specific sites.

5. Check the **Minimum Payment** box to create Confirmed reservations for this Site Type, based on the Minimum Payment rule setup for the payment method used by the customer.
6. Check the **Full Payment** box to require customers to "*Pay in Full*" before their reservation is confirmed.

   Note:
   Check either the Minimum Payment or Full Payment field, but not both.

7. Check the **Proof of Insurance** box to require proof that the customer is insured before the reservation is confirmed.
8. Click **Save**.
9. Repeat the above steps for every Site Type in the system. Ensure that every Confirmation Rule, that is setup for a Site Type, has been setup for both Site Specific and Non-Site Specific sites.
10. Click **Close** to exit.

Cancellation Rules

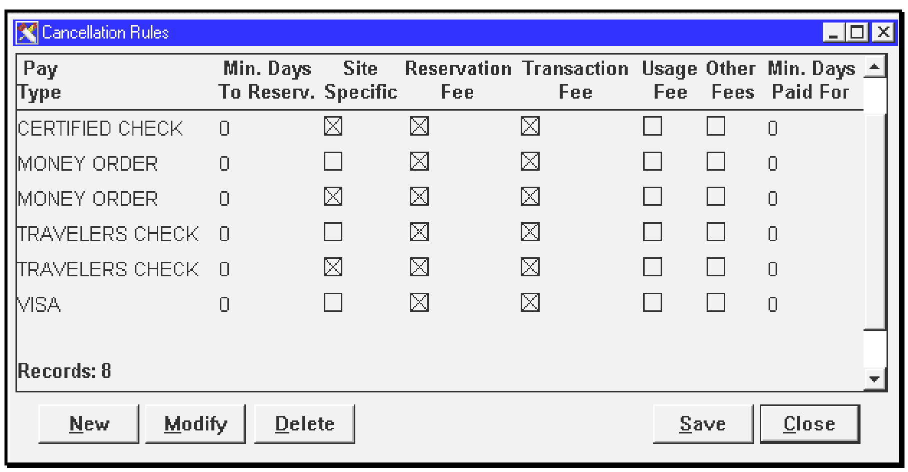
This table is used to setup charges that will be applied to a customer who cancels a reservation. Setup as many rules as required, for each method of payment used.

Prior to setting up Cancellation Rules:

- Ensure the **Pay Type** codes has been defined (*Code Mgmt***->** *Financial***->***Payment Methods*).

To setup a Cancellation Rule:

1. Select Admin->Tables->Reservation->Rules-> Cancellation Rules to open the *Cancellation Rules* window.
2. Click New.



Pay Type	Min. Days To Reserv.	Site Specific	Reservation Fee	Transaction Fee	Usage Fee	Other Fees	Min. Days Paid For
CERTIFIED CHECK	0	☒	☒	☒	☐	☐	0
MONEY ORDER	0	☐	☒	☒	☐	☐	0
MONEY ORDER	0	☒	☒	☒	☐	☐	0
TRAVELERS CHECK	0	☐	☒	☒	☐	☐	0
TRAVELERS CHECK	0	☒	☒	☒	☐	☐	0
VISA	0	☐	☒	☒	☐	☐	0

Cancellation Rules Window

3. In the **Pay Type** field, select the method of payment from the drop-down list.
4. In the **Min. Days To Reserv.** field, enter the number of days before the start date of the reservation to which this rule will apply.

Example:
If a payment type had both a 3-day rule and a 0-day rule, canceling a reservation 3 or more days from the reservation start date will apply the 3-day rule. Canceling the reservation 0, 1, or 2 days before the reservation start date will apply the 0-day rule.

- All payment types should have a rule with **Min. Days to Reserv** set to '0'.

5. Check the **Site Specific** box to apply this Cancellation Rule to site specific reservations only. Leave this box unchecked to only apply this rule to non-site specific reservations.
6. Check the **Reservation Fee** box to charge the customer the Reservation Fee when they cancel their reservation.
7. Check the **Transaction Fee** box to charge the customer the Transaction Fee (Transfer fee, Admin fee, etc.) when they cancel their reservation.
8. Check the **Usage Fee** box to charge the customer the Usage Fee when they cancel their reservation (*see Notes below*).
9. Check the **Other Fee** box to charge the customer the Other Fee (POS, etc.) when they cancel their reservation.

   Example:
   If this box is checked, any outstanding payments for POS items will be charged if the reservation is cancelled.

10. In the **Min. Days Paid For** field, enter the number of days to be charged to the customer when they cancel their reservation (see note below).
11. Click **Save**.
12. Click **Close** to exit.

Notes on Cancellation Rules and Fee Records:

- The Standard Site Fee and Group Fee tables contain Cancellation Fee and Cancellation Days fields. The Cancellation Fee is added to the cancellation calculation regardless of the payment type rule.
- The Cancellation Days work with the cancellation rules' Min Days field. The Cancellation Usage Fee = the daily usage fee * the maximum of Min Days and Cancellation Days.
  - The *Cancellation Usage Fee* is compared to the *Reservation Usage Fee* and the lesser value is applied to the cancellation.

- To use the *Min Days* or *Cancellation Days* options, the *Usage Fee* box must be checked.

Example:
Using Cash Payments where the Usage Fee is checked and Min Days=1: If a Cabins' Fee record is set to Cancellation Days=2 and a Tents' Fee record is set to Cancellation Days=0, the system would add a 1-day fee for Tents and a 2-day fee for Cabins, provided the reservation was for two or more days and was paid in cash.

Operator Memos

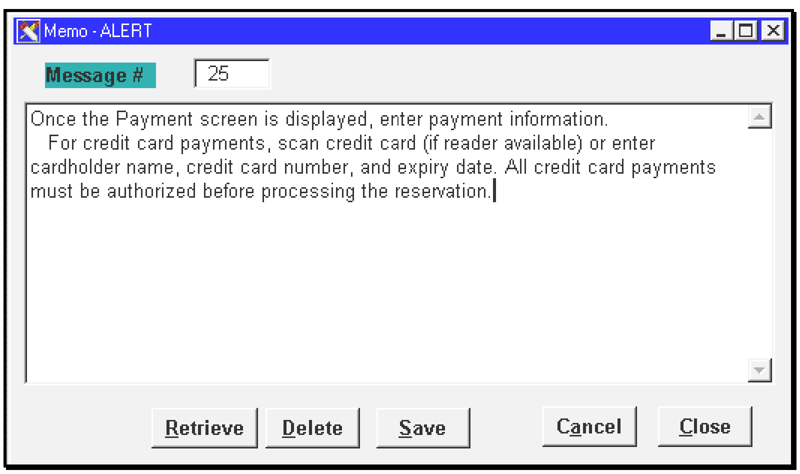
This table is used to setup a script for CRS operators. The script will appear in a set sequence and will provide the text for conversation with customers.

Note:
This option is only available to CRS staff.

There are no prerequisite codes required to use this table.

To customize an operator script:

1. Select Admin->Tables->Reservation->Operator Memos to open the *Memo-ALERT* window.



Operator Memo

2. Enter the number of the message to be edited in the **Message #** field. Click **Retrieve** to display the selected message.
3. Delete, replace, or add text to the current message.
4. When editing is complete, click **Save**.
5. Click **Close** to exit.

Customize as many Operator messages as necessary, making sure each is saved before moving on to the next one.

Customer Tables

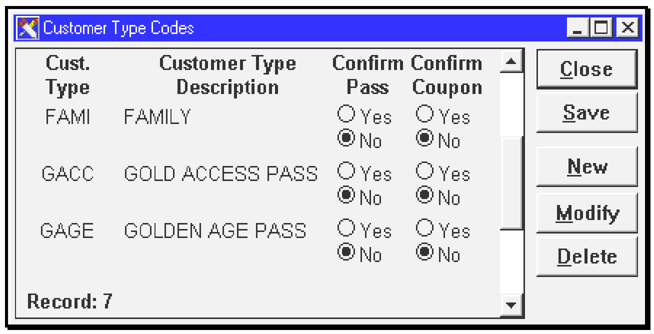
Customer Type

This table is used to define categories of customers. These categories are used to apply a differentiated fee schedule to customers based on their customer type.

There are no prerequisite codes required to use this table.

To define a Customer Type Table:

1. Select **Admin->Tables->Customer->Customer Types** to open the *Customer Type Codes* window.



Customer Type Codes

2. Click **New**.
3. In the **Cust. Type** field, enter up to a 4 characters code to identify this customer type (e.g. FAMI).
4. In the **Customer Type Description** field, enter up to 30 characters of text to describe the Customer Type Code (e.g. Family).
5. In the **Confirm Pass** field, check the **Yes** box to prompt the operator to ask the customer for proof of a pass when they arrive at the park.
6. In the **Confirm Coupon** field, check the **Yes** box to prompt the operator to ask the customer to provide a coupon when they arrive at the park.
7. Click **Save**.
8. Click **Close** to exit.

Product Inventory Table

The **Product Inventory** table is used to define pricing and accounting information for each product before it is sold as a POS item. Each of these items must be part of a POS Schedule before it is available for sale at the park or CRS.

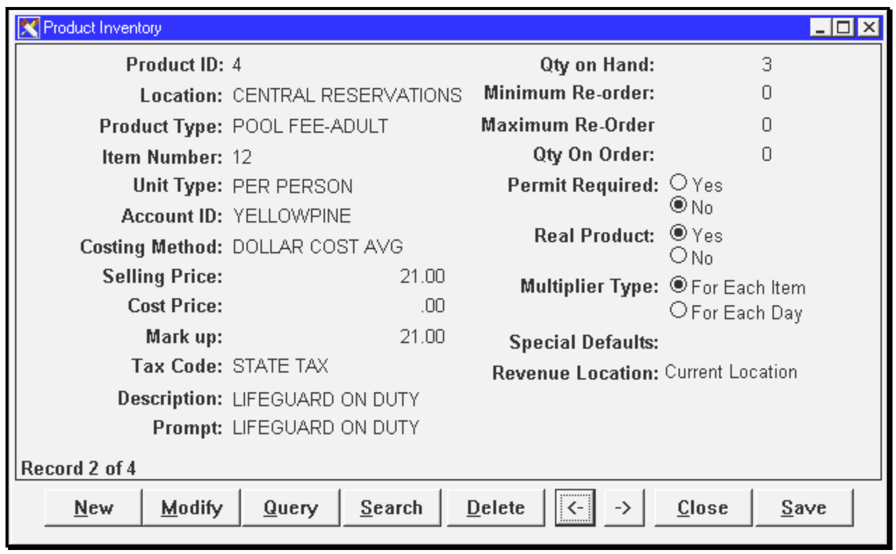
Note – No-fee products may be used to track visitation information. Use the Suppress Visitation Info parameter, defined under Park Setup**->**Admin**->**Parameters**->**Park**->**Receipt Options, to suppress printing of visitation products on the POS Statement of Fees.

Before creating Product Inventory records:

- Setup the **Product Type** code (*Code Mgmt***->***Product Types*),
- Setup the **Account Id** code (*Financial***->***GL Accounts*),
- Setup the **Tax** code (*Code Mgmt***->***Financial***->***Tax Codes*),
- Setup the **Revenue Location** (*Financial***->***GL Location*).

To create a new **Product Inventory** record:

1. Select **Admin->Tables->Product Inventory** to open the *Product Inventory* window.



Product Inventory Window

2. Click **New**.
3. Select a **Product Type** from the drop-down list.
4. In the **Item Number** field, enter the product number or text to be assigned to this product.
5. In the **Unit Type** field, select the method used to sell this Product (e.g. By the Dozen, Per Person, or Each Unit).
6. The **Account ID** field is determined by the Product Type and cannot be changed.
7. In the **Costing Method** field, select the Costing Method to be used to track sales of this product from the drop-down list:

- Select **Dollar Cost Average** if the cost will be calculated at the average cost of entire inventory for this particular product.
- Select **FIFO** (*First In First Out*) if the cost will be determined at the cost of the oldest item in the inventory for this product.
- Select **LIFO** (*Last In First Out*) if the cost will be determined at the cost of the newest item in the inventory for this product.
- Select **Specific** if each item will be priced at its actual cost.

8. In the **Selling Price** field, enter the price that will be charged to customers for this product.
9. In the **Cost Price** field, enter the price that was charged for the product by the supplier.
10. The **Mark up** field automatically calculates the difference between the Selling Price and the Cost Price.

    Example:
    T-shirts purchased at a cost price of $10.00 each and a selling price of $15.00 each, will generate a mark up value of $5.00.

11. In the **Tax Code** field, select the tax that is applicable to this item.
12. In the **Description** field, enter a text description for this product.
13. In the **Prompt** field, enter a short text description of the product.
14. In the **Qty on Hand** field, enter the quantity of items currently in stock.
15. In the **Minimum Re-Order** field, enter the quantity at which stock should be re-ordered.
16. In the **Maximum Re-Order** field, enter the quantity of this product that should be re-ordered when the Minimum Re-order quantity is reached.
17. In the **Qty On Order** field, enter the quantity of items that have been re-ordered.
18. In the **Permit Required** field, click the **Yes** box if a permit is required with this product.
19. In the **Real Product** field, click the **Yes** box if the product is sold at the park at this time.

20. In the **Multiplier Type** field, select one of the following types:
    - Select **For Each Item** if the product is to be charged on a per item basis (like a T-shirt).
    - Select **For Each Day** if the product is to be charged on a per day basis (like a boat rental).
21. In the **Special Defaults** field, select a criteria that applies to this item from the drop-down list. This will automatically calculate the criteria and add this fee to the reservation. Use discretion when applying Special Defaults as this fee will automatically be charged for all products which use this default.

    Example:
    *If **Per Person In Vehicle** is applied to 3 different products, this fee will be automatically charged and added each time one of those products is sold.*

    - Select **Not Applicable** if there is no special default to be applied to this product.
    - Select **Per Person In Vehicle** if there is a charge per person in each vehicle. This default must be applied to at least one product for this charge to be applied.
    - ***Note:***
      Applying this default to more then one product will cause this fee to be charged multiple times.
    - Select **Extra Fee Per Vehicle**, if there is a vehicle entrance fee to be charged for each vehicle. This default must be applied to at least one product for this charge to be applied.

      Note:
      Applying this default to more then one product will cause this fee to be charged multiple times.
    - Select **Fee Per Extra Vehicle***,* if there is a charge for each extra vehicle. This default must be applied to at least one product for this charge to be applied.

      Note:
      Applying this default to more then one product will cause this fee to be charged multiple times.
22. In the **Revenue Location** field, select the location to which revenue will be posted for sales of this item from the drop-down list.
    - Select **Product Location** to indicate where the product was added to inventory.
    - Select **Current Location** to indicate where the item is paid for.

- Select **Origin Location** to indicate where the transaction originated.

23. Click **Save** to save this record.
24. Click **New** to add another product and repeat above steps.
25. When all product inventory items have been completed, click **Close** to exit.

Tax Rates Table

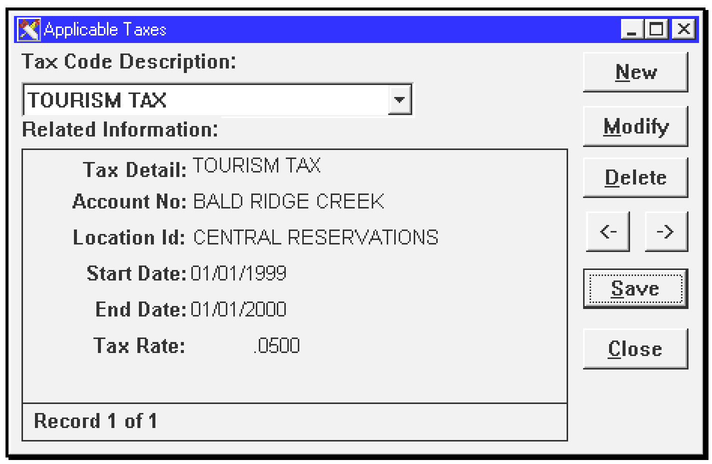
Use the **Tax Rates Table** to setup the various Taxation rates that will be used in the Park Suite System.

Before creating the Tax Rate Table:

- Setup a Tax Code (Code Mgmt->Financial->Tax Codes),
- Setup the Account Number,
- Setup the Location Code (Inventory->Park->Park Record).

To set up a Tax Rate Record:

1. Select **Admin->Tables->Tax Rates** to display the *Applicable Taxes* window.



Applicable Taxes Window

2. In the **Tax Code Description** field, select a Tax Code.
3. Click **New**.
4. In the **Tax Detail** field, select the tax rate to be used from the drop-down list.
5. In the **Account Number** field, select the account in which all collections of this Tax will be written.
6. In the **Location Id** field, select the location where this tax rate will apply, that is a Park or CRS.
7. In the **Start Date** field, enter the first date that the tax on this record will be applied.
8. In the **End Date** field, enter the last date that the tax on this record will be applied.

9. In the **Tax Rate** field, enter the rate for this tax. (e.g. a 4.5% tax would be entered as .045).
10. Click **Save**.
11. Repeat the above steps until all applicable Taxes have been set up.
12. Click **Close** to exit.

Fee Tables

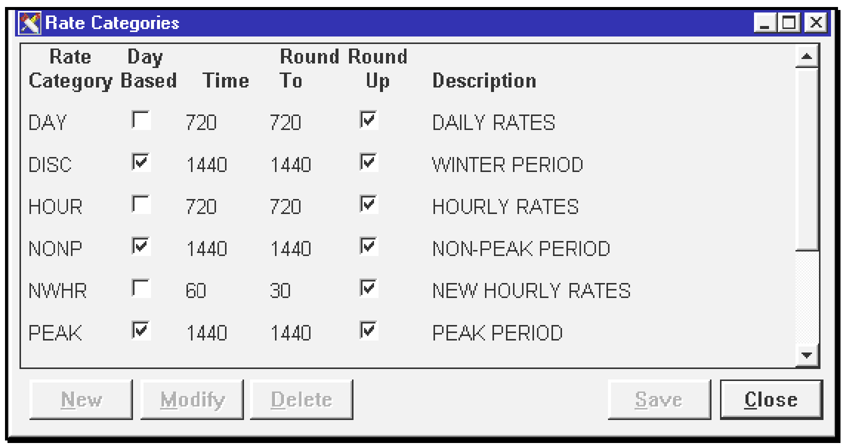
Rate Categories

The park open table divides the year into periods, or categories, which enables the fee schedule to charge different fees during different periods throughout the year. These periods are defined as rate categories and are named and described in the Rate Categories table.

There are no prerequisite codes required to use this table.

To setup a Rate Category:

1. Select **Admin->Tables->Fees->Rate Categories** to open the *Rate Categories* window.



Rate Categories Window

2. Click **New**.
3. In the **Rate Category** field, enter up to a 4-character code (e.g. PEAK).
4. Check the **Day Based** field if the smallest unit of time to which this rate will be applied is 24 hours (indicating that this rate will not be applied on a per hour basis). The **Time** field will default to 1440 minutes (24 hours * 60 minutes/hour).

    - If this rate category is <u>not</u> **Day Based**, enter the smallest unit of time (in minutes), to which this rate will be applied, in the **Time** field.

    Example:
    *If this rate will be applied in 4 hour blocks of time, enter 240 (4 hours * 60 minutes/hour) in the Time field.*

5. In the **Round To** field, enter the maximum number of minutes that the system will charge a customer for a stay that is longer than the unit of time that appears in the **Time** field.
6. Check the **Round Up** field to have the system charge the customer the maximum amount indicated in the **Round To** field, for staying longer than the unit of time that appears in the ***Time*** field (*see details below*).
7. In the **Description** field, enter up to 30 characters of text as the name for this Rate Category.
8. Click **Save**.
9. Click **Close** to exit.

Time, Round To, Round Up

These fields work together to direct the system on how to calculate charges for stays that are not evenly divisible by the length of time that appears in the **Time** field.

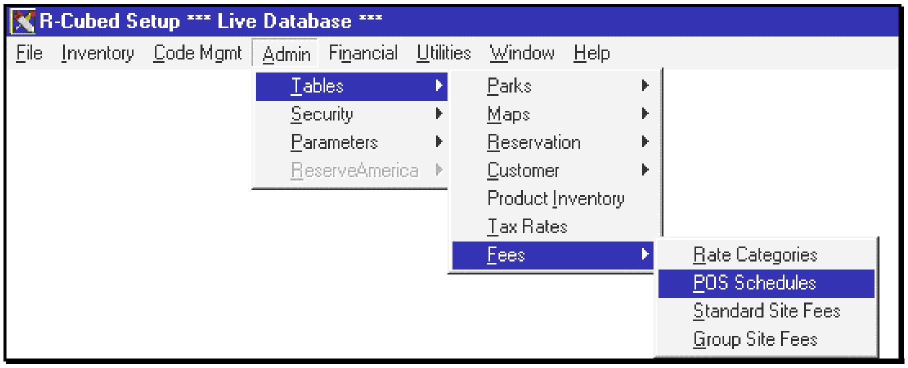
The system will always calculate the chargeable hours of a stay by rounding to the closest unit of time that is defined on this table (either the amount in the **Time** field, or the amount in the **Round To** field, whichever is closest).

To prevent the system from Rounding Down to the closest unit of time defined in this table (which will decrease the chargeable amount), check the **Round Up** field. The system will then charge the closest unit of time defined on this table by rounding up the chargeable hours to the amount in the **Round To** field or to the next base unit of time, as defined in the **Time** field.

POS Schedules

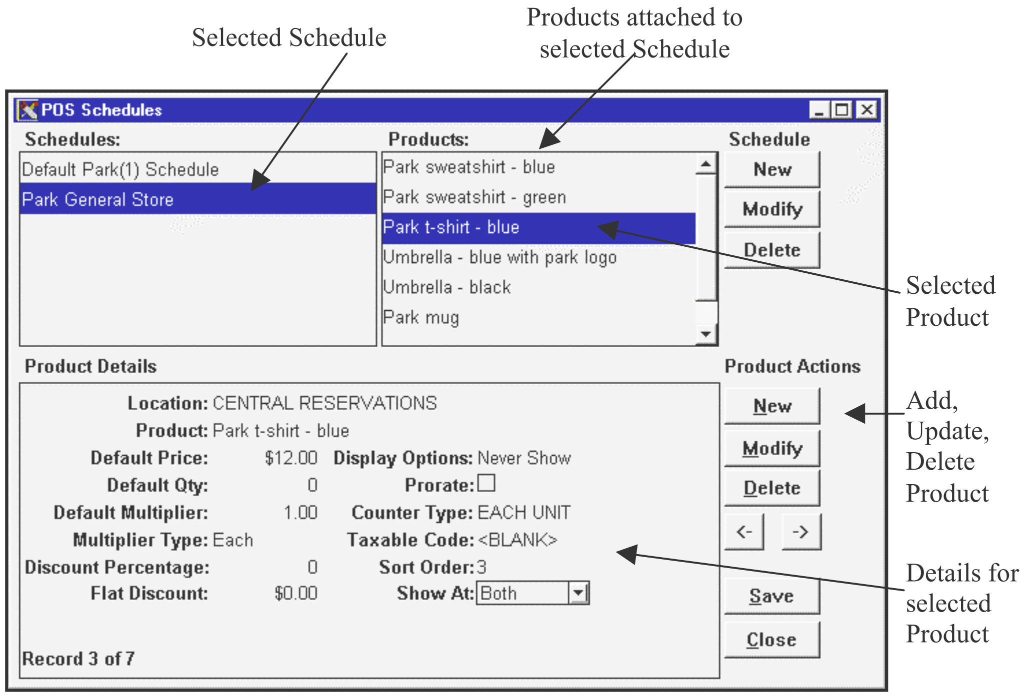
This table is used to define a Point-of-Sale Schedule for use with reservations or point of sale transactions. The POS Schedule is the main record to which inventory items are attached. Schedules may be created for individual parks or all parks. It is recommended that one main POS Schedule be setup for each location. Define as many Vehicle Details and Reservation POS Schedules as required.

Select **Admin->Tables->Fees->POS Schedules** to open the *POS Schedules* window.



POS Schedules option

The top left section of the window lists existing POS **Schedules**, the **Products** section identifies the products that comprise the selected (highlighted) schedule, and the bottom section displays **Product Details**.



POS Schedules Window

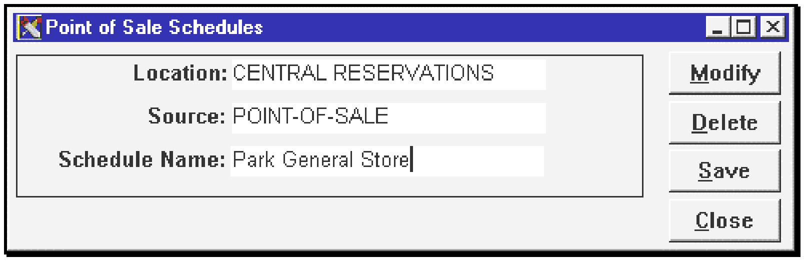
New POS Schedule

Before creating the POS Schedule:

Ensure a **Location Code** has been defined (***Inventory-> Parks->Park Record***).

To create a new POS schedule:

1. Click the **New** button under the *Schedule* heading to open the *POS Schedules* window.



POS Schedules Window

2. The **Location** field will be set to the current Location.
3. In the **Source** Type field, select a source type of **CRS** or **POS** to apply to this schedule.
   - Select **CRS Application** to include items that are available for sale when reservations/registrations are made, such as Extra Vehicle Fees.
   - All items attached to a CRS Source type schedule will appear in the Product drop-down list in all *POS* windows.
   - Select **Point-of-Sale** to include items that are stand alone products, such as T-shirts.
   - Items attached to a POS Source type schedule will appear on the *POS* window (as default items) and on the *Vehicle POS* window (in the Product drop-down list). These items will NOT appear in *the Reservation POS* window.
4. In the **Schedule Name** field, enter the name of this POS Schedule. Select a name that is appropriate for the park.
5. Click **Save** to save the new POS Schedule.
6. Click **Close** to return to the *POS Schedules* window.

Once a new POS Schedule has been defined, products may be attached.

Note:

Before attaching products to a POS Schedule, ensure the following are defined:

- ***POS Schedules***,
- ***Product Inventory***,
- ***Location Code*** *(Inventory->Parks->Park Record),*
- ***Product Codes*** *(Code Mgmt->Product Types),*
- ***Tax Codes*** *(Code Mgmt->Financial->Tax Codes).*

Attach Products to POS Schedule

Ensure the correct POS Schedule is highlighted, on the *POS Schedules* window, before attaching products to it.

Note:

To attach a CRS POS item to a Park POS Schedule, ensure the item has not been deleted and it is currently sold at the park (Real Product field on Product Inventory table = Y).

To attach a product to a POS Schedule:

1. Click the **New** button under the *Product Actions* heading to activate the fields in the *Product Details* area.
2. From the Location drop-down list, select the **Location** where this product will be sold.
3. The Product drop-down list identifies all available products. Select a **Product** to be attached to this POS Schedule.

   Note:

   Products are created through the Product Inventory window, under **Tables->Product Inventory**.
4. The **Default Price** field displays the price entered on the Product Inventory. To modify the price of the item enter the new amount in this field.
5. The **Default Qty** field is set to zero. Do not change this field.
6. The **Default Multiplier** field must be set to **1.00**.
7. The **Multiplier Type** field will change according to the method of sale.
   - If the item is to be charged on a per day basis (like a boat rental) the setting will be **Each Day**.
   - If the product is a Real Product (like a mug or T-shirt) this field will default to **Each**.

8. The **Discount Percentage** field will be set to zero. To apply a discount to this item, enter the percentage amount in this field.

   Example:
   To apply a discount of 5%, enter the number '5'.

9. The **Flat Discount** field will default to zero. To apply a flat discount for this item, enter the discount amount in this field.

   Example:
   Enter '2' to apply a $2.00 discount.

10. Select a **Display Option** from the drop-down list to identify how this charge is applied to reservations or whether the item is available for sale at this time.
    - Select **Show on POS** to have this item appear on the *Reservation POS* window and the Standalone *POS* window.
    - Select **Show on Vehicle Detail** to have this item appear on the *Vehicle Details POS* window. (*The parameter* ***Admin->Parameters-> Registration-> Vehicle*** *must be set for the Vehicle Details POS window to be displayed*).
    - Select **Show on Both** to have this item appear on the Standalone *POS* window, the *Reservation POS* window and the *Vehicle Details POS* window. (*The parameter* ***Admin->Parameters-> Registration->Vehicle*** *must be set for the Vehicle Details POS window to be displayed*).
    - **Show on POS**, **Show on Vehicle Detail**, and **Show on Both** automatically create a line item in the product area with Quantity = zero. This enables the most popular items to be found and selected quickly.
    - Select **Never Show** to make this item unavailable for viewing on the list of items for this schedule. All items listed under *Products* will appear in the POS drop-down list on *Vehicle Details* and *POS* windows. Never Show does not automatically show this product.

The following table summarizes the interaction of the **Display Options** and **Source Type** choices.

Display Option	Source Type of Schedule	
	CRS Application	**Point of Sale**
Show on POS	• Displayed on *Reservation POS* window	• Displayed on Standalone *POS*

	• Displayed on Standalone *POS* window	window, as defaults and drop-down list
Show on Vehicle Detail	• Displayed on *Vehicle Details POS* window • Displayed on *Reservation POS* window	• Displayed on *Vehicle Details POS* window
Show on Both	• Displayed on *Vehicle Details POS* window • Displayed on *Reservation POS* window • Displayed on Standalone *POS* window	• Displayed on *Vehicle Details POS* window • Displayed on Standalone *POS* window, as defaults and drop-down list

Display Option / Source Type Table

Refer to ***Appendix C*** *for POS Product Display information.*

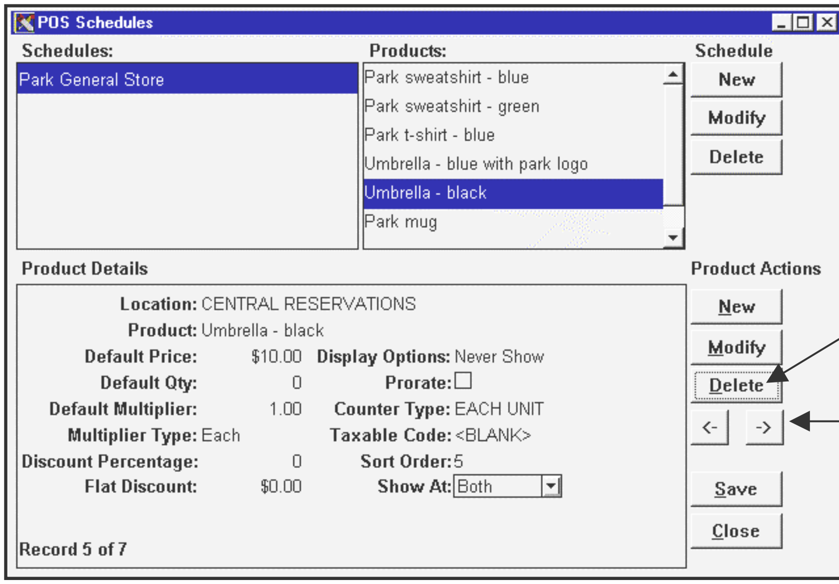
11. Check the **Prorate** field if the Multiplier Type for this item is **Each Day**.
12. In the **Counter Type** field, select the method that applies to the *Default Quantity* applied to this item, (i.e. *Each Unit, Per Person*, or *Dozen)*.
13. Select a **Taxable Code** for taxes that are calculated for this item from the drop-down list.
14. Identify the **Sort Order** for this product, that is the order in which this item will appear in the item drop-down list on the Park Office POS windows (*POS*, *Reservation POS*, and *Vehicle POS* windows).

    Items with same sort order value are sorted in the alphabetic order of the **Product Description** field. The default sort order value is '999'.
15. In the **Show At** field, select the location where this product is shown, (i.e. *Park*, *CRS*, or *Both)*, from the drop-down list.
16. Click **Save** to save this product on the selected POS Schedule.
17. To add another item to the POS Schedule, click **New** and repeat the above steps.
18. When complete, click **Close** to exit.

Remove Products from POS Schedule

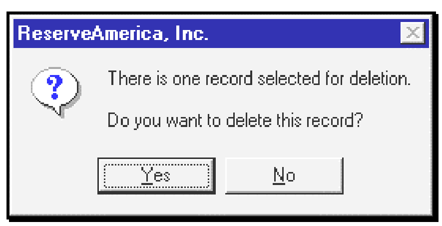
To remove a product from a POS Schedule:

1. On the *POS Schedules* window, use the Next / Previous **arrow** buttons under *Product Actions* to advance/reverse to the product to be removed.



Product Actions

2. Click the **Delete** button under the *Product Actions* heading. Click **Yes** on the *Confirmation* window.



Delete Confirmation Window

3. Click the **Save** button to remove (or unattach) this product from the schedule.

   The product is removed from the *Products* section at the top of the POS Schedules window and from the *Product Details* section at the bottom of the window. The Record count is also updated.

Note:
Removing a product simply unattaches the product from the current POS Schedule. It does not remove the product from other Schedules or from inventory.

Delete POS Schedule

To remove a POS Schedule:

1. On the *POS Schedules* window, click on the **Schedule** to be deleted.
2. Click the **Delete** button
3. In the *POS Schedules* window, click the **Delete** button. Click **Yes** in the *Confirmation* window.
4. The selected schedule is removed from the *Schedules* section of the *POS Schedules* window and is no longer available.

Standard Site Fees

Use this table to define the charges associated with the various site types in the system.

Before creating the Standard Site Fees Table, ensure the following are defined:

- **Park Records** for all parks in the system (*Inventory*->*Parks* ->*Park Record*),
- **Site Type Codes** (*Code Mgmt*->*Park*->*Site Type*),
- **Customer Type Codes** (*Admin*->*Tables* ->*Customer*->*Customer Type*),
- **Holiday Codes** (*Admin*->*Tables*->*Parks*->*Park Holiday*),
- **POS Schedules** (*Admin*->*Tables*->*Fees*->*POS Schedules*).

To setup a Standard Site Fee Record:

1. Select Admin->Tables->Fees->Standard Site Fees.

Standard Site Fees Window

2. Click **New**.
3. Select the **Rate Category** to which this Site Fee Record will apply.
4. If the Rate Category selected is specific to a Park, select that park in the **Park Name** field. If no Park is selected, a fee record for this **Site Type** will be created which applies to all parks. Any park with this site type will charge the fees setup on this record.
5. In the **Site Type** field, select the Site Type for which the fee record is being set up.
6. To create a Site Fee record that will apply to a specific customer type, select that **Customer Type**. If a Customer Type is not selected on the Site Fee record, the site fee will apply to all customer types.
7. In the **Effective Date** field, enter the first date that the fees are available to the operators to use when making reservations.
8. In the **Start Date** field, enter the first date that a reservation can be charged these fees.
9. In the **End Date** field, enter the last date that a reservation can be charged these fees.
10. Use the **Sunday** to **Saturday Rates** to apply a different rate to the same site record depending on the day of the week. For

every day of the week, enter the rate that will be charged for this site type.

11. In the **Holiday Rate** field, enter the rate to be charged for this site type on recognized Holiday dates.
12. If the default Reservation Fee is not to be used, enter the amount of the Reservation Fee that will be charged for this site type in the **Reservation Fee** field.
13. If the default Registration Fee is not to be used, enter the amount of the Registration Fee that will charged for this site type in the **Registration Fee** field.
14. Check the **Weekly Fee Exists** field to charge a specific Weekly rate for reservations lasting a minimum of 7 nights, and enter the **Weekly Fee** amount to be charged.
15. Check the **Monthly Fee Exists** field to have the system charge a specific Monthly rate for reservations lasting at least 30 nights, then enter the **Monthly Fee** amount to be charged.
16. Check the **Multi-Day Fee Exists** box to have the system charge a specific Multi-Day rate for reservations lasting for a number of days, then enter the **Multi-Day Fee** amount to be charged.

    Once a customer's fees have reached the amount equal to the multi-day rate, the system can be instructed to recalculate that customer's fees using a pro-rated multi-day rate by checking the **Multi-fee Divisible** box.

    Example:
    *If the Multi-Day Fee is $100.00 over 10 days (pro-rate = $10/day), and a customer's fees for a 5-day stay reaches or exceeds $100.00, the system will recalculate the customer's fees at the pro-rated rate (5 days * $10) to be $50.00.*

17. In the **Multi Number Days** field, enter the number of days to which the **Multi-Day Fee** will be applied.
18. To apply a discount to the daily rate on this fee record, enter the amount of the discount to be applied in the **Daily Discount** field. For example, '-5.00'. *Refer to page for further information on setting up discounts.*
19. If the system is not to use the default Cancellation Fee, enter the amount to be charged for this site type in the **Cancellation Fee** field.
20. If the system is not to charge the default number of days that must be paid when a reservation is canceled, enter the number

of days in the **Cancellation Days** field. *Refer to page for further information on Cancellation Rules.*

21. In the **Schedule** field, select a POS Schedule to apply to this record. Only Schedules that have a Source Type of **CRS** will appear as choices in this field. This will permit charging additional fees for extra vehicles, extra persons, point of sale items, etc.
22. In the **Tax Code** field, select the applicable tax from the drop-down list.
23. Click **Save**.
24. Click **Close** to exit.

Note:
All of the Site Fee Records must be set up before the system goes live. At least one record for each Site Type that is available in the system is required.

Group Site Fees

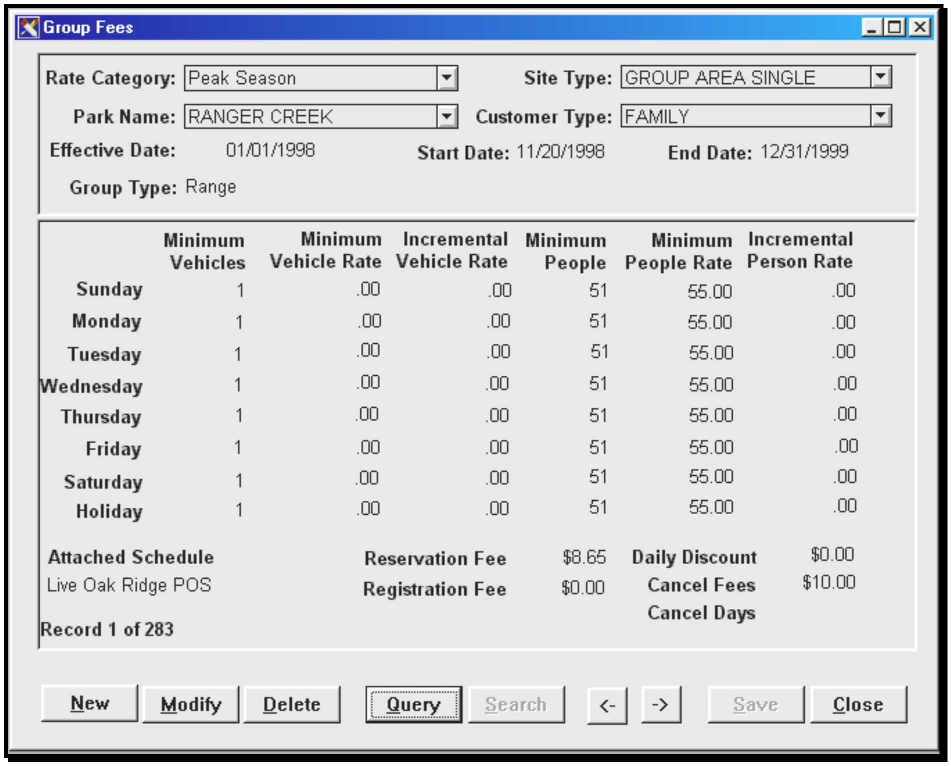
In addition to Standard Site Fees, Group Site Fees may be required for organizations or other groups. Using Group Site Fees provides the ability to charge fees on a "per person" basis, where the total fee for the reservation is determined by the number of people who occupy it.

Before creating the Group Fees Table:

- Setup **Rate Categories**
(Admin**->**Tables**->**Fees **->**Rate Categories),
- Ensure that **Park Records** have been created for all parks in the system
(Inventory**->**Parks**->**Park Record),
- Setup **Site Type** codes
(Code Mgmt**->**Park**->**Site Type),
- Setup **Customer Type** codes
(Admin**->**Tables**->**Customer **->**Customer Type),
- Setup the **Holiday Codes**
(Admin**->**Tables **->**Parks**->**Park Holiday),
- Setup **POS Schedules**
(Admin**->**Tables**->**Fees**->**POS Schedules),
- Setup **Group Types**
(Admin**->**Tables**->**Fees**->**Group Site Fees).

To setup a Group Site Fee Record:

1. Select Admin->Tables->Fees->Group Site Fees.



Group Fees Window

2. Click **New**.
3. In the **Rate Category** field, select the Rate Category to be applied to this group fee.
4. In the **Park Name** field, select the Park for which this Group Site Fee record is being set up.
5. Select the **Site Type** for which the Group Fee Record is being set up.

Note:
Ensure the site is designated a Group Site, as defined in Setup->*Inventory*->*Sites*->*Sites*->*Group or Family field.*

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6. If this Group Fee only applies to a certain type of customer, select that **Customer Type** from the drop-down list. Leave the Customer Type field empty if this Group Fee Record is to apply to all groups using this site type.
7. In the **Effective Date** field, enter the first date that the fees are available to operators to use in making reservations.
8. In the **Start Date** field, enter the first date that a reservation can be charged these fees.
9. In the **End Date** field, enter the last date that a reservation can be charged these fees.

10. The **Group Type** field identifies the type of fee structure used. Select Incremental or Range from the drop-down list.
    - Select **Incremental** to charge the Incremental Person Rate or Incremental Vehicle Rate once the minimum value is exceeded. All columns of data are enabled for modification.
    - Select **Range** to charge a fixed fee for a specified range of visitor minimums.

    In the range example below, when the range specified under Minimum People is 0 to 50 people, the fee is set to 35.00. When the range is 51 to 149 people, the fee is set to 40.00. When the range is 150 plus people, the fee is set to 50.00. Only the Minimum People and Minimum People Rate columns are enabled for modification.

	Minimum Vehicles	Minimum Vehicle Rate	Incremental Vehicle Rate	Minimum People	Minimum People Rate	Incremental Person Rate
Sunday	1	.00	.00	0	35.00	.00

1st range record – 0 to 50 people at a rate of 35.00

	Minimum Vehicles	Minimum Vehicle Rate	Incremental Vehicle Rate	Minimum People	Minimum People Rate	Incremental Person Rate
Sunday	1	.00	.00	51	40.00	.00

2nd range record – 51 to 149 people at a rate of 40.00

	Minimum Vehicles	Minimum Vehicle Rate	Incremental Vehicle Rate	Minimum People	Minimum People Rate	Incremental Person Rate
Sunday	1	.00	.00	150	50.00	.00

3rd range record – 150 plus people at a rate of 50.00

11. In the **Minimum Vehicles** field, enter the minimum number of vehicles for which the reservation will be charged.

Note:
This will automatically apply the same figure from Sunday to Holiday, although each field may be modified individually.

---

12. In the **Minimum Vehicle Rate** field, enter the vehicle rate based on the minimum number of vehicles.
13. In the **Incremental Vehicle Rate**, enter the amount to be charged for each vehicle exceeding the minimum number of vehicles.
14. In the **Minimum People** field, enter the minimum number of people for which the reservation will be charged.

15. In the **Minimum People Rate** field, enter the rate for the group based on the minimum number of people.
16. In the **Incremental Person Rate** field, enter the amount to be charged for each additional person exceeding the minimum number of people.
17. In the **Attached Schedule** field, select a POS Schedule to apply to this record. Only Schedules that have a source type of **CRS** will appear as choices in this field.
18. In the **Reservation Fee** field, enter the amount to be charged as a reservation fee for this site.
19. In the **Registration Fee** field, enter the amount to be charged as a registration fee for this site.
20. In the **Daily Discount** field, enter the amount to be used as a daily discount for this site. *Refer to page5-3 for further information on Setting up Discounts.*
21. In the **Cancel Fees** field, enter the amount to be charged as a cancellation fee for this site. *Refer to page5-3 for further information on Cancellation Rules.*
22. In the **Cancel Days** field, enter the number of days required to cancel without a fee penalty.
23. Click **Save**.
24. Repeat the steps above until all of the required Group Site Fee records have been created.
25. Click **Close** to exit.

Discounts

Use the following methods to allow parks to give customers a discounted fee.

POS Item

Set up the cost as a negative amount.

Standard Site Fees and Group Fees

Change the daily fees for a Discount customer type:

- Set up fees for a customer type that are less than the regular fees for that site type / rate category. This will apply the discounted daily fees throughout the reservation.

Include a negative value in the **Daily Discount** field:

- This discount will be applied for up to the number of discount days, as defined in **Maximum # of Discount Days** parameter.
- Set up a different customer type to distinguish discount fee from regular fee.
- This fee is applied automatically.

Overnight Fees

When a reservation is made, it specifies certain elements which are used to locate a fee schedule. These elements identify the Site Type, Park, Rate Category, Customer Type, Date, and indicate if it is Group or Family reservation.

The financial engine uses these values to locate all the fee schedules that match the criteria. The rows returned by the financial engine are ordered so that a fee schedule with a serial number specified will come before a schedule where a serial number is null. Similarly for the customer type code.

- The fee schedule that comes first is used to calculate the reservation's fees.

The system will calculate the lowest possible fee and will use the weekly or monthly fees (or a portion of the weekly fee) to create the lowest fee. This will apply only if the Weekly Fee Exists and/or Monthly Fee Exists options are checked on the *Standard Site Fee* window. *Refer to page for information on Standard Site Fees.*

Day Use Fees

Park Sites may be set up for use as both a Day-Use site and an Overnight site, with different rates.

1. Define the Reservable Site record (***Inventory->Sites->Sites***) with a Usage Type of Any (set *Day or Night* field to 'A').

2. Define Rate Categories (***Admin->Tables->Fees->Rate Categories***). At least two applicable Rate Category records will exist - a Seasonal Rate Category and a Daily Rate Category.

   Example:

   Seasonal Rate Record:
   Rate Category = '**PEAK**' or '**SUMM**',
   Day Based = '**D**',
   Time = '**1440**',
   Round To = '**1440**',
   Round Up = '**Y**', and
   Description defined as '**SUMMER RATE**'.

   Daily Rate Record:
   Rate Category = '**DAY**',
   Day Based field is not applicable since *Day Use* is generally defined in hours, not days,
   Time Based = '**T**',
   (required entry),
   Time = '**720**'
   (this time corresponds to 12 hours),
   Round To = '**720**',
   Round Up = '**N'**,
   (recommended to prevent fee calculation from rounding up a day based on the site's check-in and check-out times, which are required for overnight reservations), and
   Description defined as '**DAILY RATE**'.

3. Define the Fee Records. (***Admin->Tables->Fees->Standard Site Fees) (Admin->Tables->Fees->Group Site Fees***). Each Site Type will have Fee Records for both Day-Use and Overnight (Seasonal) Use.

   - If the **Site** is defined as *Family* (*Group/Family* = '**F'**), **Standard Site Fees** need to be defined.
   - If the **Site** is defined as *Group* (*Group/Family* = '**G**'), **Group Fees** need to be defined.
   - If the **Site** is defined as *Both* (*Group/Family* = '**B**'), both **Standard** and **Group Fees** will need to be defined.

Extra Vehicle Fee

If using the *Vehicle Detail* window to view Extra Vehicle fees, use the following setup:

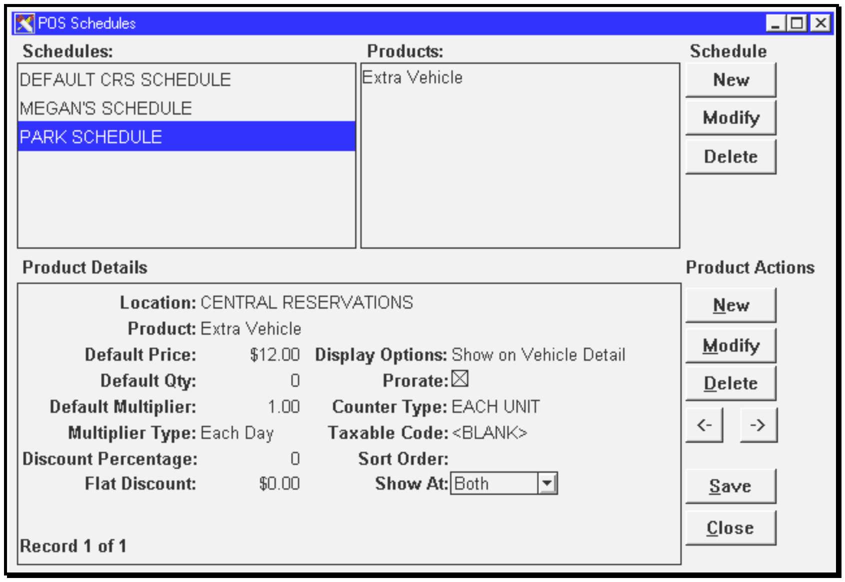
- Select Admin->Parameters->Registration->Vehicles.
- Select the Vehicle Details parameter.
- Select either Detail/POS or Detail. Do not use the Quick Add option as arrival and departure dates are not tracked.

Use the following procedure to have Extra Vehicle fees calculated automatically.

1. Create an Extra Vehicle product:
   Select **Admin->Tables->Product Inventory** to display the *Product Inventory* window.

Creating an Extra Vehicle Product

2. Include the following settings on the Extra Vehicle Fee product:
   - Set **Unit Type** to ‘Each Unit’.
   - In the **Description** field, enter ‘Extra Vehicle’.
   - Under **Multiplier Type** click the ‘For Each Item’ button.
   - Set the **Special Defaults** to ‘Fee Per Extra Vehicle’.
3. Create the Park Fee Schedule:
   Select **Admin->Tables->Fees->POS Schedules** to display the *POS Schedules* window.



Attach the Extra Vehicle Fee Product to a POS Schedule

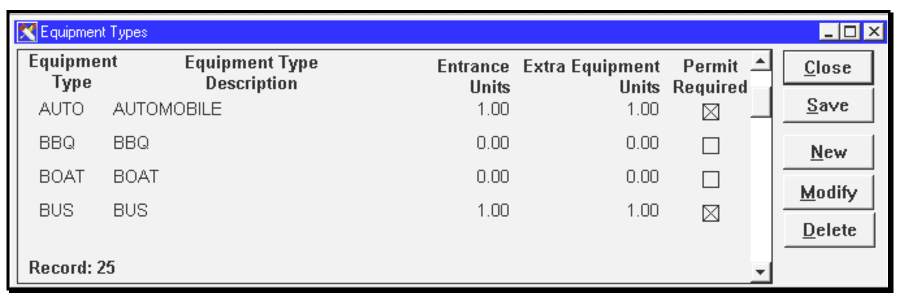
- Add the Extra Vehicle Product to the Park's Fee Schedule (create a new Park Schedule if one does not exist).
- Set **Default Quantity** to '0'
- Set **Default Multiplier** to '1'.
- Set the **Display Option** to Show on Vehicle Detail, Show on POS or Show on Both.
- Check the **Prorate** field to turn this option on.

4. Locate or create the Fee record to which the the Extra Vehicle fee is attached:
    - Select **Admin->Tables->Fees->Standard Site Fees** to display the *Standard Site Fees* window.

Attach the Park Fee Schedule to the Standard Site Fees

Ensure the **Schedule** field contains the schedule with the Extra Vehicle product.

5. Define the extra vehicle units for each vehicle type:
   - Select **Admin->Tables->Parks->Equipment Type** to display the *Equipment Types* window.

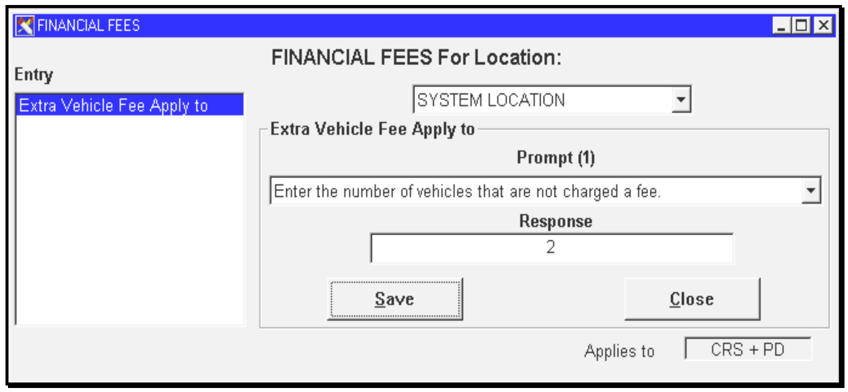


Equipment Type	Equipment Type Description	Entrance Units	Extra Equipment Units	Permit Required
AUTO	AUTOMOBILE	1.00	1.00	☒
BBQ	BBQ	0.00	0.00	☐
BOAT	BOAT	0.00	0.00	☐
BUS	BUS	1.00	1.00	☒

Equipment Types Window

- Set **Extra Equipment Units** = ‘1’ for each vehicle type that is to be charged an extra vehicle fee.
- Set **Extra Equipment Units** = ‘0’ for any equipment that is not to be charged an Extra Vehicle fee.

6. Define the number of vehicles that will not be charged.
   - Select **Admin->Parameters->Financial->Fees** to display the *Financial Fees* window.



Financial Fees Window

- Select the Extra Vehicle Fee Apply to parameter.
- Set the number of vehicles that will not be charged an Extra Vehicle Fee in the Response field.

  Example:
  When the Response = '2', the third vehicle will be charged the Extra Vehicle Fee (the first two will not).

How Extra Vehicle Fee Calculations Work

The number of vehicle units are summed on a per day basis. The number of allowed vehicle units per day are subtracted from this sum, also on a per day basis. Each unit left over is charged the Extra Vehicle fee.

Example:

If the Extra Vehicle charge = $5,

the Auto has Extra Vehicle Units = 1,

the Extra Vehicle Apply To = 1, and

the camper is in the park for two days and has two 'Auto' for each day:

then the charges = $10
((((2 Autos * 1 unit per Auto) - (1 allowed unit)) + (the same for the second day)) * $5 per unit) = ((1 + 1) * 5).

If the stay was extended by a day and

all vehicles were extended

then the charge = $15
to include "+ (the same for the third day)" = ((1 + 1 + 1) * 5).

If one vehicle is left after the first day

then the charges = $5
((((2 Autos * 1 unit per Auto) - (1 allowed unit))) + ((1 Auto * 1 unit per Auto) - (1 allowed unit)) * $5 per unit) = ((1 + 0) * 5).

NOTES

Parameters

Overview

Over 100 parameters are defined through the Park Setup application to provide the Park Suite System with specific information. Before setting up parameters, it is important to understand what each parameter means, and where it is applied.

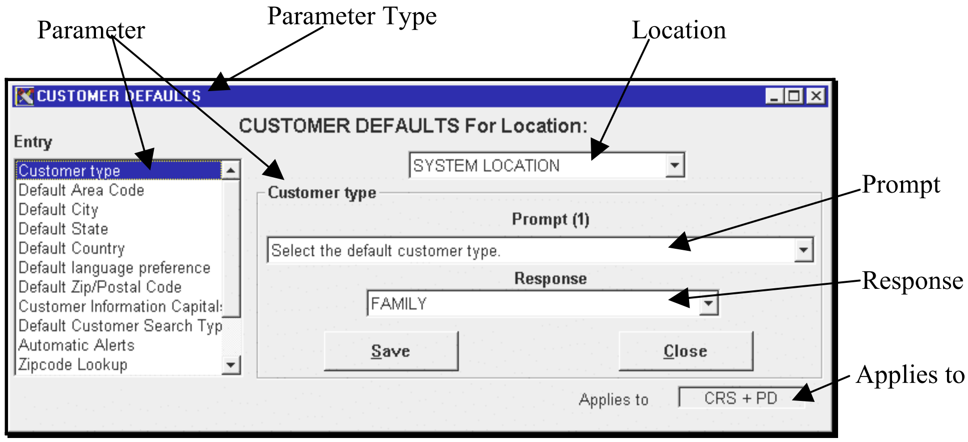
To view a list of user-defined parameters,

- Select **Admin->Security->Park Parameters**. This will list all parameters in the system and define the parameters that may be updated at the park level.

Setup Parameters

To setup a Park Suite parameter:

1. Select **Admin->Parameters** to view the drop-down menu of available parameters types.
2. Select the **Parameter Type** required from the list to open the *Parameter* window. The Parameter Type selected is displayed in the window's title bar.



Parameter Window

3. Select the **Location** for the parameter required from the drop-down list.This field, at the top of the window, defaults to *SYSTEM LOCATION* indicating that the currently displayed setting is applicable for all locations.

4. The *Entry* list, on the left of the window, lists each parameter within this Parameter Type. Click on the parameter to be viewed or changed. The parameter selected will be idenfitied above the Prompt field.

5. The **Prompt** field will display a text description for the selected parameter. More than one prompt may be available for each parameter and this is indicated by the number in parenthesis in the prompt title, e.g. Prompt(2). Click on the drop-down **arrow** to display any further switches or fields that need to be completed for this parameter.

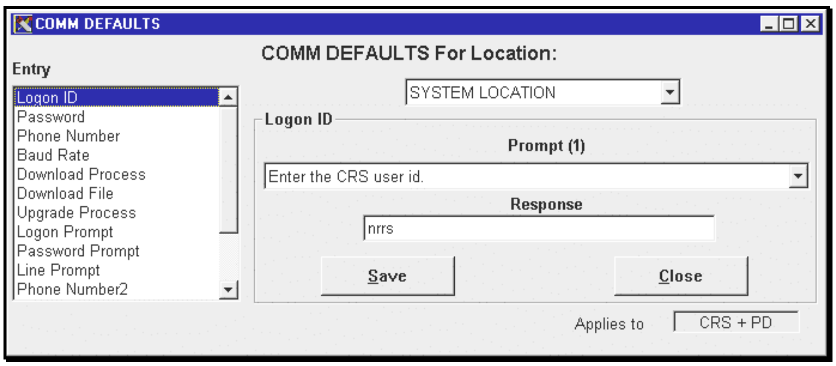
6. The value of the prompt selected is displayed in the **Response** field. Click the drop-down **arrow** beside the Response field to display a list of available choices. If the parameter requires a text entry or numerical value, click in the field, and enter the appropriate response.

7. The **Applies To** field in the bottom right of the window, indicates whether this parameter is applicable at CRS, at the Park, or both.
8. Once all entries are complete for each Prompt and Response, click **Save** to save the settings.
9. Click **Close** to exit the setup parameter process.

Communication Parameters

The **Communication Default** parameters relate to the communication of information between the CRS and Park Office. The values entered here will be referenced by the system every time a communications link is attempted by the Park to the CRS.

Communication Default parameters include Logon Id, Password, Baud Rate, etc.



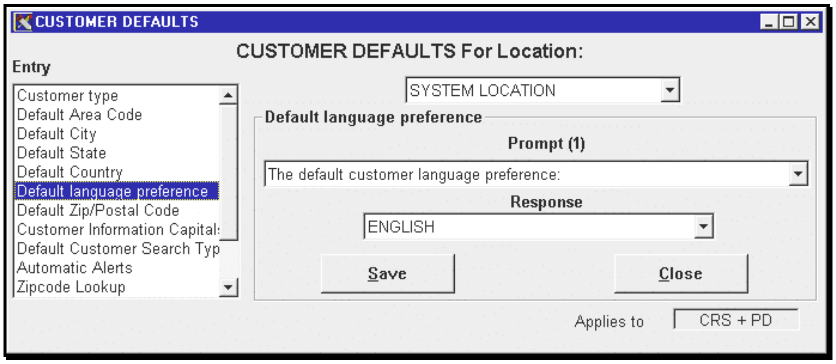
Communication Default Parameters

Refer to ***Appendix B*** *for a complete list of available parameters.*

Customer Parameters

The **Customer Default** parameters are used to establish values that will appear on the screen when an operator creates a new customer record. Information entered in these parameters will appear in the customer record, but may be modified by the user. The purpose of these defaults is to reduce the number of keystrokes necessary to create a customer record, by providing information that will be applicable to a majority of customers.

Customer Default parameters include Customer Type, Default Area Code, Default Language Preference, etc.

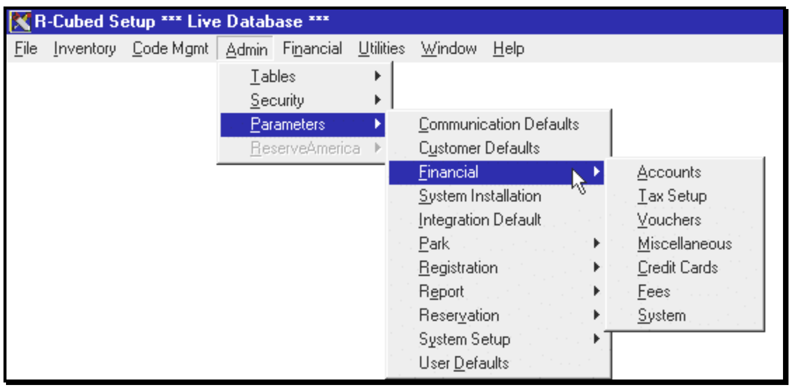


Customer Default Parameters

Refer to ***Appendix B*** *for a complete list of Customer Default Parameters.*

Financial Parameters

Multiple types financial parameters are available.

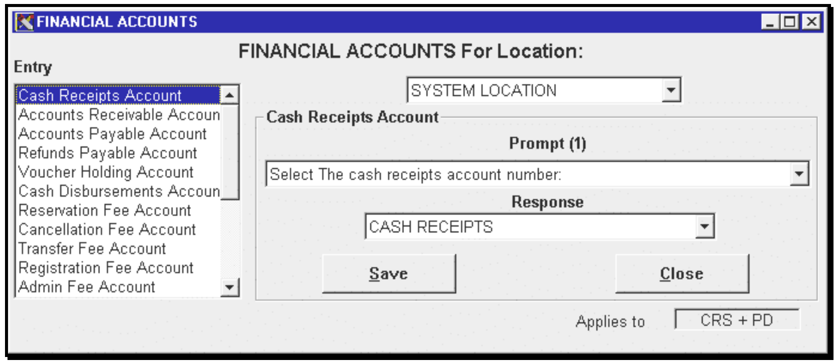


Accounts

Financial Account parameters are used to establish a relationship between a financial transaction and a particular financial account. All transactions that affect a particular fee (either charged or refunded to a customer) will be written to the financial accounts identified by these parameters.

Example:
All Reservation Fees collected or refunded will be written to the financial account selected in the ***Reservation Fee Account*** *parameter.*

The accounts selected in this section must be setup by your organization. For more information on setting up Financial Accounts, refer to the ***Financial Setup*** section in this guide.



Financial Accounts Parameters

Refer to **Appendix B** *for a complete list of Financial Accounts Parameters.*

Financial Tax Setup

There are a variety of transaction charges which may apply to a customer, some of which are taxable. In this section, indicate which fees are taxable, and which tax applies.

There are three available **Prompts** for each of the parameters on the *Financial Tax Setup* window:

Charge Tax:

Identifies whether a tax applies to the particular fee being charged :

1 = Always

2 = Never

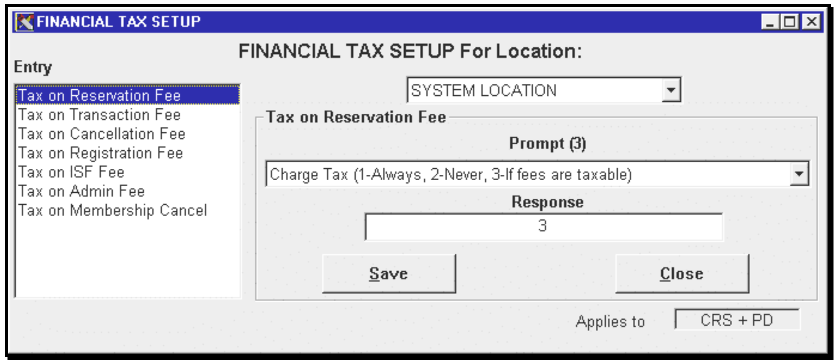
3 = Charge Tax (if *Usage Fees* are taxable), not applicable for **Tax on ISF Fee** parameter.

Use Same type of tax as on the fees:

A **Yes** in this field indicates that the same tax that applies to the Usage Fees should be charged. Only applicable if charging a tax (1 or 3 in the Charge Tax field).

The Applicable Tax:

Identifies the tax to be used if charging a different tax than applies to the Usage Fees. Ensure the tax selected has been set up previously.

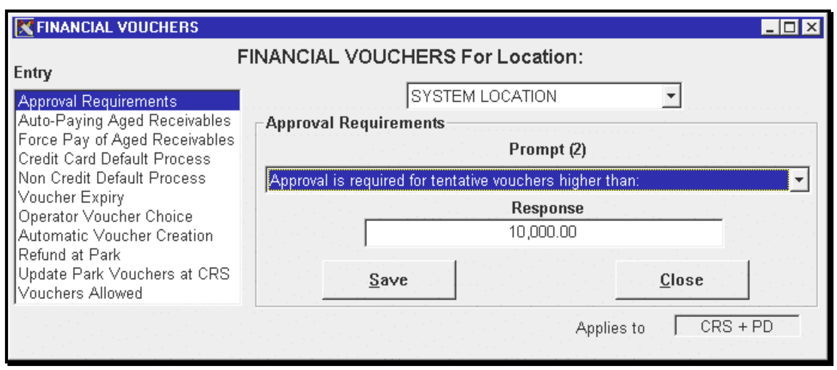


Financial Tax Setup Parameters

Refer to ***Appendix B*** *for a complete list of Financial Tax Setup Parameters.*

Financial Vouchers

Parameters for Financial Vouchers establish criteria for processing vouchers within your organization. This includes Approval Requirements for tentative vouchers, Voucher pay out options for Credit Card payments, Voucher Expiry limits, and location permitted to pay out vouchers (CRS or park).

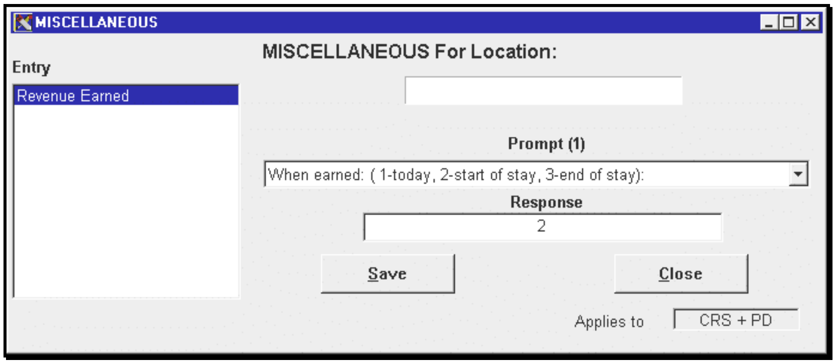


Financial Voucher Parameters

Refer to ***Appendix B*** *for a complete list of Financial Voucher Parameters.*

Financial Miscellaneous

Miscellaneous Financial parameters define additional parameters required for financial processing.

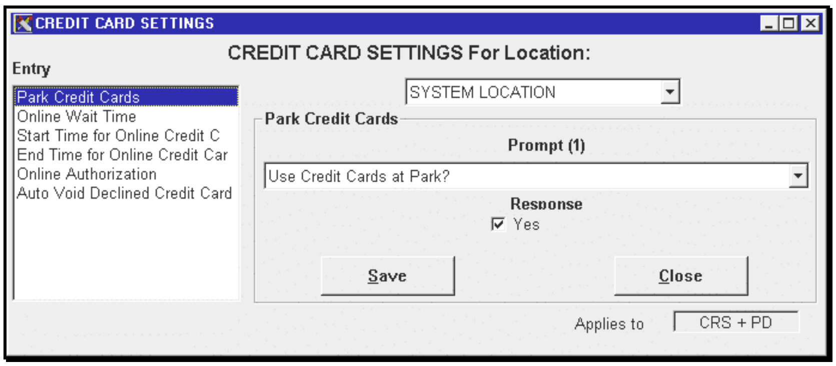


Miscellaneous Financial Parameters

Refer to ***Appendix B*** *for a complete list of Miscellaneous Financial Parameters.*

Credit Cards

Credit Card Financial parameters provide criteria for credit card processing.

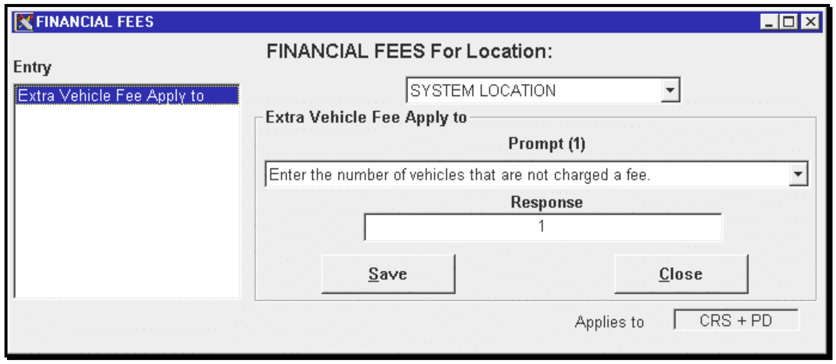


Credit Card Financial Parameters

Refer to ***Appendix B*** *for a complete list of Credit Card Financial Parameters.*

Fees

Financial Fee parameters define fee-related processing criteria.

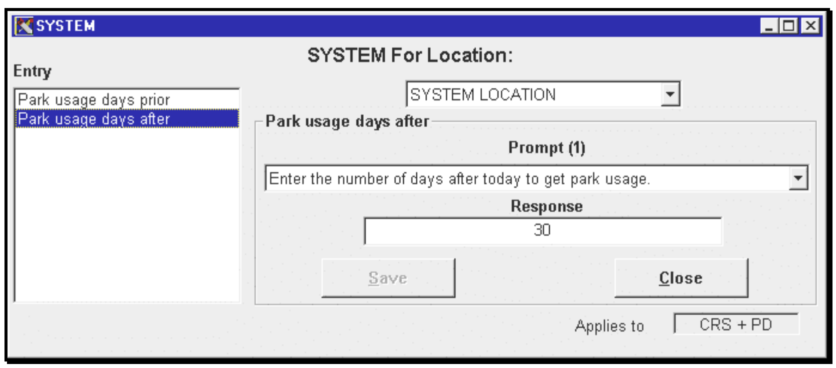


Financial Fee Parameters

Refer to ***Appendix B*** *for a complete list of Financial Fee Parameters.*

System

These parameters are used by the CRRD Admin to develop the Park Usage reports.

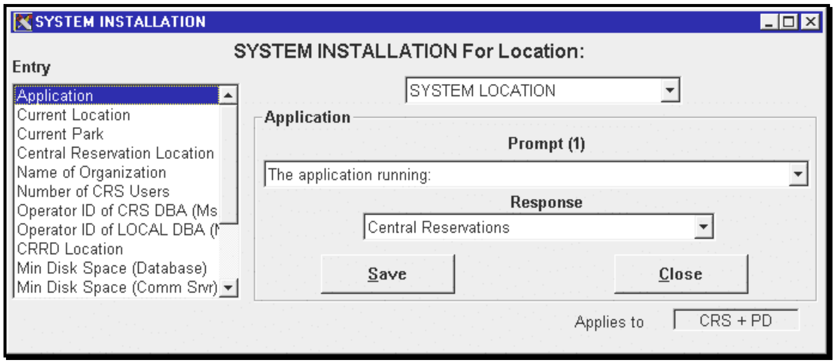


Financial System Parameters

Refer to ***Appendix B*** *for a complete list of Financial System Parameters.*

System Installation Parameters

The **System Installation** parameters are used to define installation parameters for the park.

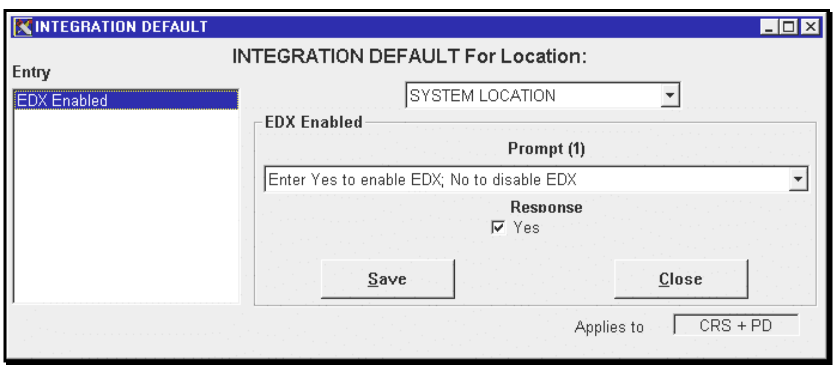


System Installation Parameters

Refer to ***Appendix B*** *for a complete list of System Installation parameters.*

Integration Default

The **Integration Default** parameter is used to enable the EDX parameter.



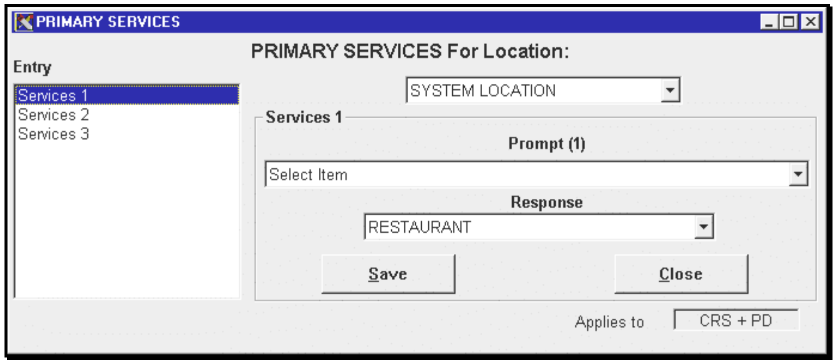
Integration Default Parameter

Refer to ***Appendix B*** *for a complete list of Integration Default parameters.*

Park Parameters

Primary Services

Of the services available at each Park, three are available for viewing at CRS. The **Primary Services** parameters identify to the CRS operators which three services they will be able to view for the selected park.



Park Primary Services Parameters

Refer to ***Appendix B*** *for a complete list of Primary Service parameters.*

Receipt Printing

The **Receipt Printing** parameters are used to enter up to three lines of text that will be included as Headers and Footers on Permits, Receipts, and Statements issued.

- **Permits** are issued to vehicles and include information about the license plate number, campsite, and duration of stay for a particular vehicle.
- **Receipts** are issued for every transaction for which money has been collected from a customer.
- The **Statement of Fees** includes all information about any outstanding accounts for a customer. All of these statements should be given to the customers, to make them aware of their financial status.

The **Headers** and **Footers** have each been broken down into three separate parameters (Lines 1, 2 and 3). The body of the document appears between the Header and the Footer.

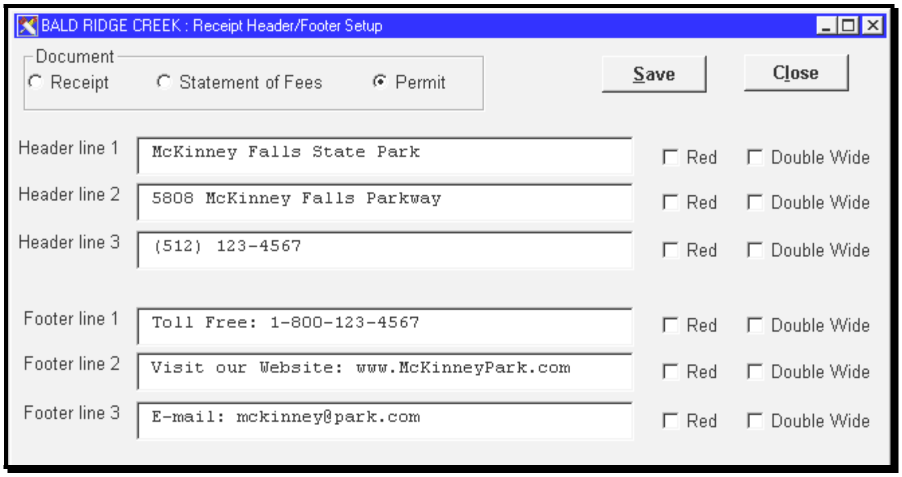
All Receipt Printing parameters are setup using the same method.

To create the Headers/Footers for a document:

1. Select Parameters→Park→Receipt Printing.

2. Select the Park to be used from the drop-down list on the *Park Selection* dialog box.

   The *Receipt Header/Footer Setup* window is displayed.



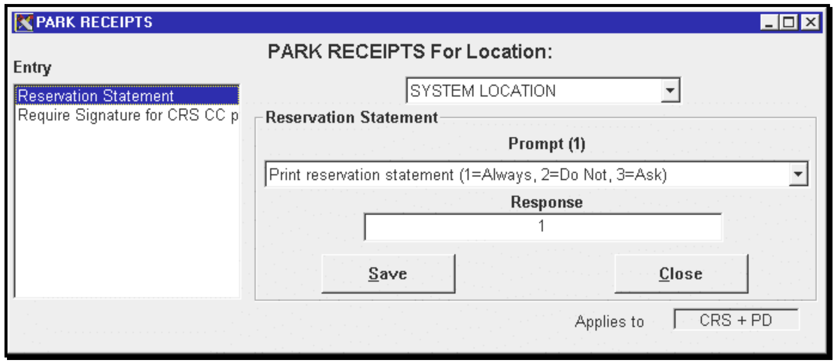
Receipt Header/Footer Setup Window

3. In the **Document** field, select the document to be created:
   - Receipt,
   - Statement of Fees, or
   - Permit.
4. For each Header Line,
   - Enter the text to appear on that line in the header.
   - Check the **Red** field to print this line in red.
   - Check the **Double Wide** field to double the size of the font for this line.
   - Normal fonts allow for 40 characters of text. Double-wide fonts allow for 20 character only.
5. Repeat step 3 above for each **Footer Line**.
6. Click the **Save** button to save these settings for the document selected.
7. Select another document and repeat the above steps.
8. When complete, click **Close** to exit.

Refer to ***Appendix B*** *for a complete list of Receipt Printing parameters.*

Receipt Options

Use Park Receipt parameters to select options for printing reservation statements and requesting authorization for credit card payments.



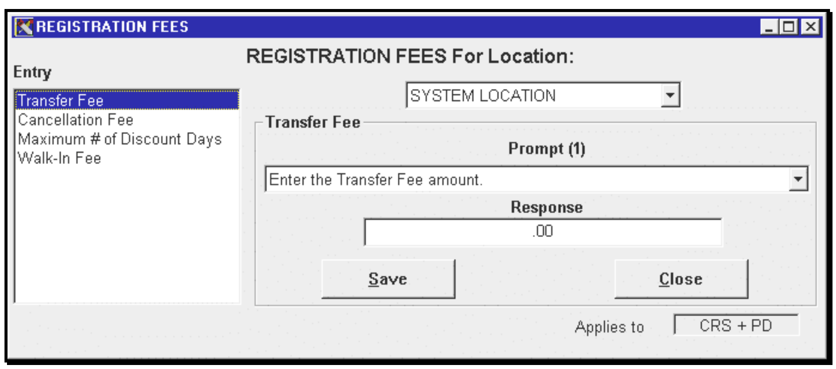
Receipt Option Parameters

Refer to ***Appendix B*** *for a complete list of Receipt Option parameters.*

Registration

Fees

Registration Fee parameters define registration-related processing criteria.

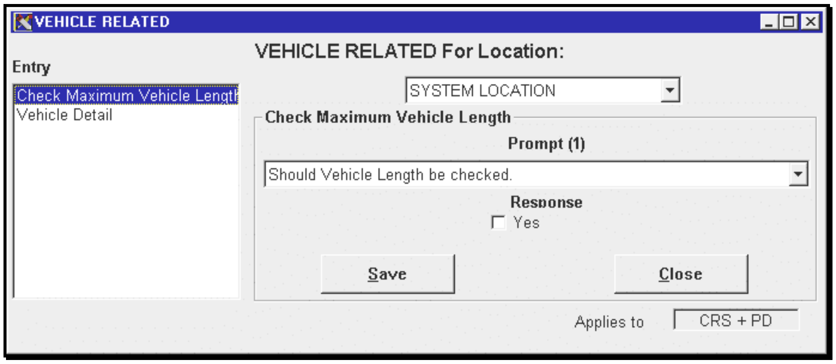


Registration Fee Parameters

Refer to ***Appendix B*** *for a complete list of Registration Fee parameters.*

Vehicles

Vehicle parameters identify vehicle-related processing criteria.

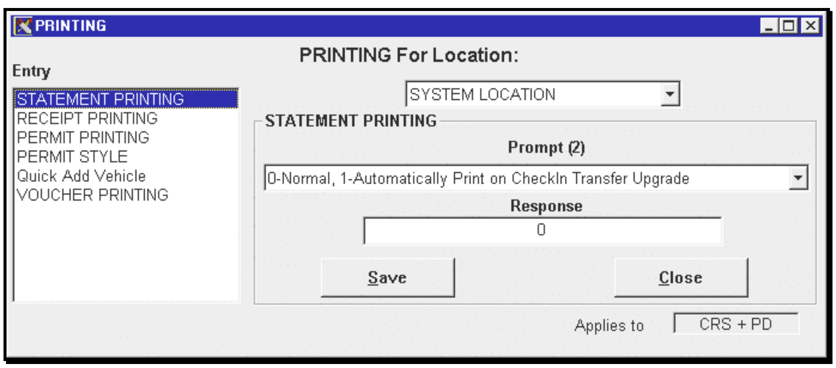


Registration Vehicle Parameters

Refer to ***Appendix B*** *for a complete list of Registration Vehicle parameters.*

Printing

Registration Printing parameters identify criteria related printing Statements, Receipts, and Permits.



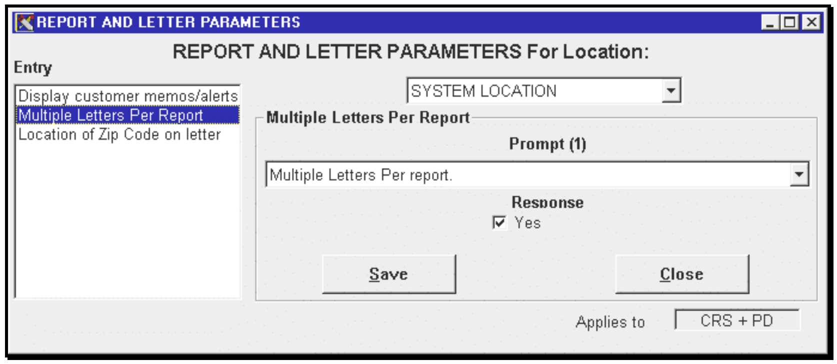
Registration Printing Parameters

Refer to ***Appendix B*** *for a complete list of Registration Printing parameters.*

Report

Letters

Report Letter parameters specify formating of information on confirmation letters.

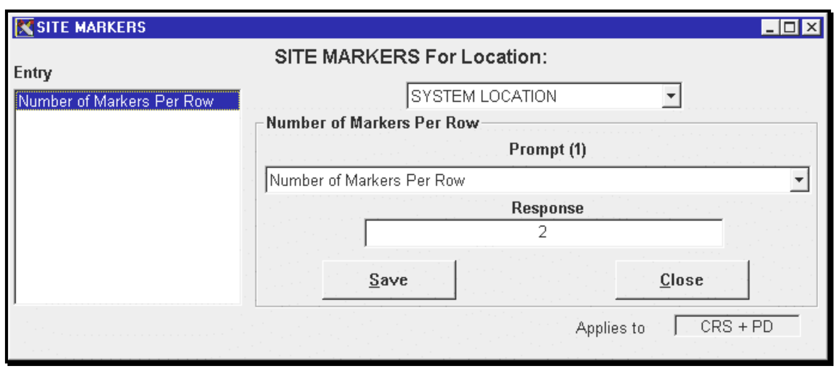


Report Letter Parameters

Refer to ***Appendix B*** *for a complete list of Report Letter parameters.*

Markers

Report Marker parameters specify formating of Site Markers.



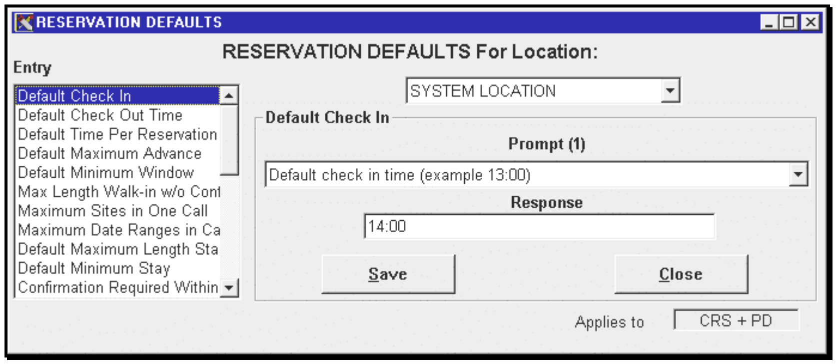
Site Marker Parameters

Refer to ***Appendix B*** *for a complete list of Site Marker parameters.*

Reservation

Reservation Defaults

These parameters define default values to be used when reservations are made.



Reservation Default Parameters

Refer to ***Appendix B*** *for a complete list of Reservation Default parameters.*

Reservation Fees

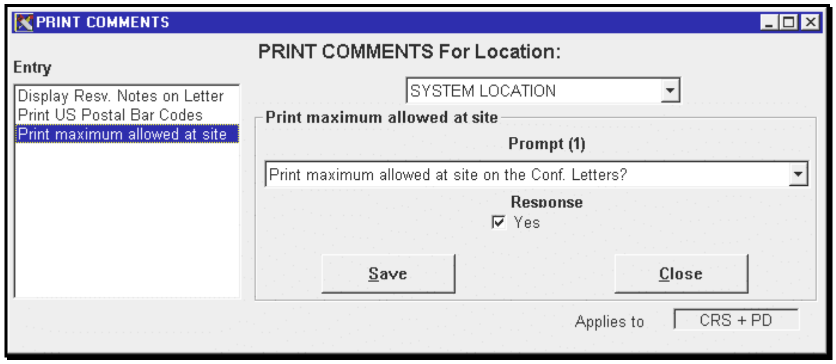
These parameters define fee-related criteria for reservation processing.

Reservation Fee Parameters

Refer to ***Appendix B*** *for a complete list of Reservation Fee parameters.*

Customer Preference

These parameters define customer-related criteria for reservation processing.



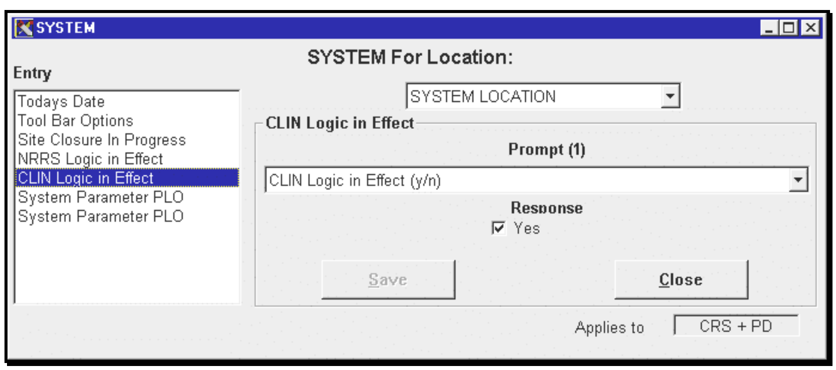
Customer Preferences Parameters

Refer to ***Appendix B*** *for a complete list of Customer Preferences parameters.*

System Setup

System

System Setup parameters define default values for system-wide processing.

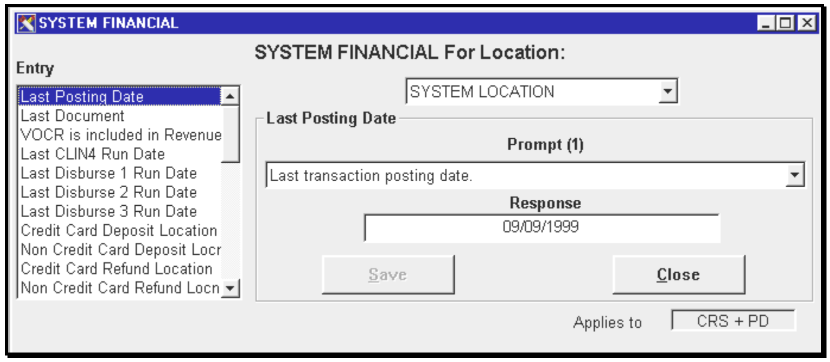


System Setup Parameters

Refer to ***Appendix B*** *for a complete list of System Setup parameters.*

Financial

Financial System parameters define system-wide financial criteria.

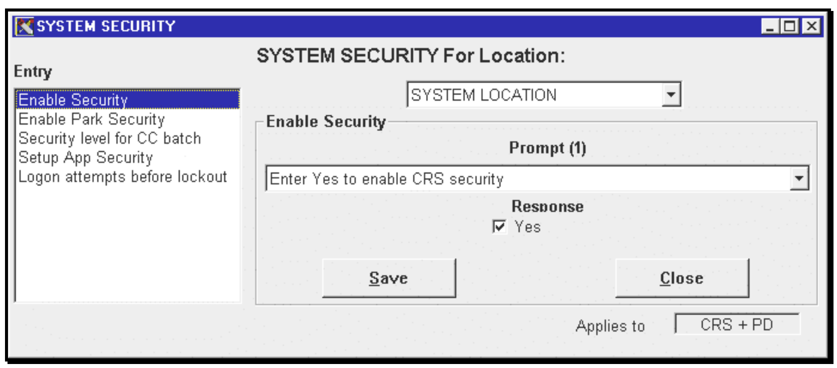


System Financial Parameters

Refer to ***Appendix B*** *for a complete list of System Financial parameters.*

Security

System Security parameters define system-wide security criteria.

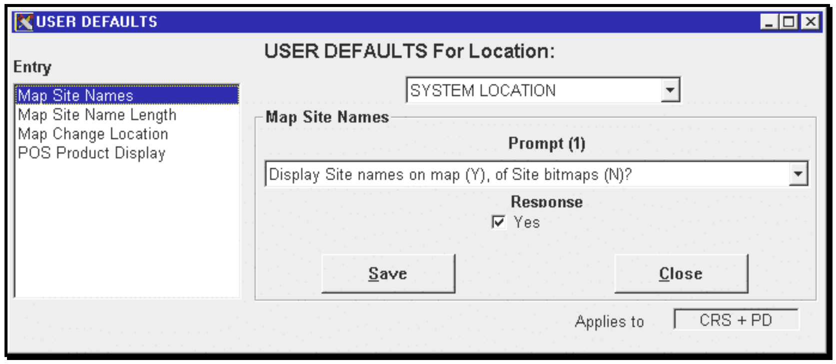


System Security Parameters

Refer to ***Appendix B*** *for a complete list of System Security parameters.*

User Defaults

User Default parameters define user-specific defaults.

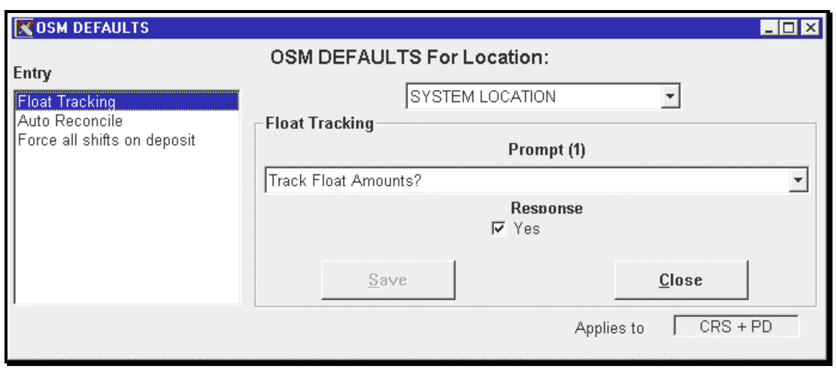


User Default Parameters

Refer to ***Appendix B*** *for a complete list of User Default parameters.*

OSM Parameters

OSM parameters define default values required for the Operator Shift Management application.



OSM Parameters

Refer to ***Appendix B*** *for a complete list of OSM parameters.*

Park Setup

Overview

Note: *Only* ***CRS*** *has the authority to create and enter Park Record information.*

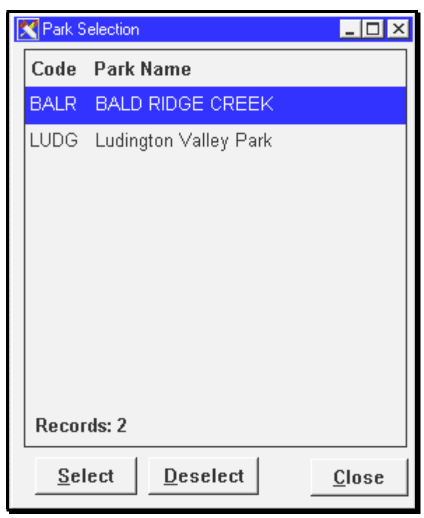
To setup a Park:

1. Setup all **Codes**, **Tables**, **Parameters** and **GL Account** Information.
2. Select a **Park**.
3. Create a **Park Record**.
4. Define all Park components such as **Areas**, **Activities**, etc.

Park Selection

To Select a Park:

1. Select **Inventory->Parks->Select Park** to open the *Park Selection* window.



Park Selection Window

2. Select the **Park** from the list displayed.
3. Click **Select**. The park is selected and the window is closed.
4. Click **Deselect** to change the park selection.

5. Click **Close** to exit.

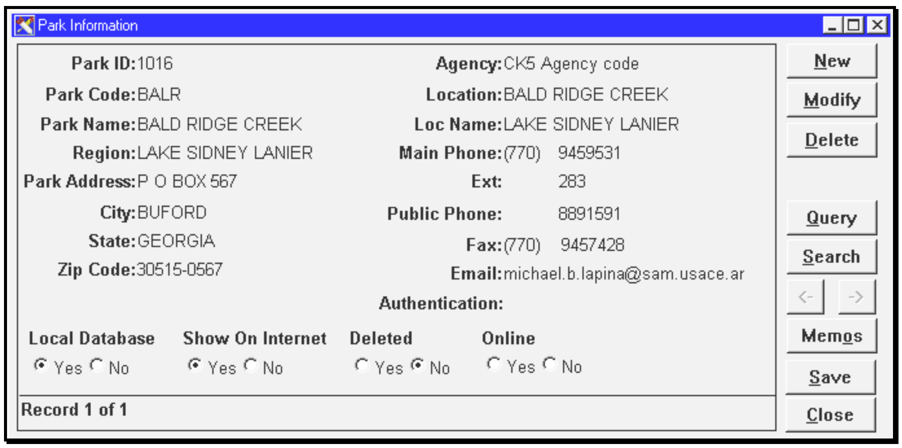
To select a different park, return to the *Park Selection* window and repeat the steps above.

Add Park Record

This option is used to add a new Park Record to the system.

To add a new Park record:

1. Select **Inventory→Parks→Park Record** to display the *Park Information* window.



Park Information Window

2. Click **New** to activate the Park Record fields.
3. No information is required in the **Park ID**, **Location**, or **Loc Name** fields. These will be filled in by the system when the record is saved.
4. In the **Park Code** field, enter up to four characters for the Park code on this record.
5. In the **Park Name** field, enter up to 30 characters of text for the Park name.

6. In the **Park Address** field, enter the Street or P.O. Box address for the park.
7. In the **City** field, enter the name of the city where this park is located.
8. In the **State** field, select the State or Province where this park is located.
9. In the **Zip Code** field, enter the Zip or Postal Code for this park.
10. In the **Main Phone** field, enter the Area Code, Phone Number and Extension used to contact the staff at this park.
11. In the **Public Phone** field, enter the Phone Number that the general public can use to contact the staff at this park.
12. In the **Fax** field, enter the Area Code and Phone Number for the Fax Machine at this park.
13. In the **Email** field, enter the park's E-mail address, if one is available.
14. The **Authentication** field is system-generated and is used by CRS to certify this park for access to CRS.
15. If Park Office has been deployed in this park, and is "up-and-running", click the **Yes** bullet in the **Local Database** field. If Park Office has not been successfully deployed at this park, leave the **Local Database** set to **No**.
16. Check the **Yes** bullet in the **Show on Internet** field, if this Park information is to be used on the Internet.
17. Check the **Yes** bullet in the **Deleted** field if this park record has been deleted.
18. Check the **Yes** bullet in the **Online** field if this park has an on-line connection to CRS.
19. Check the **No** bullet if the park is required to dial-up for connection to CRS.
20. Click **Save** to create a Park Record. The Park Id will be assigned by the system.
21. Click **Close** to exit.

Park Memos

The system allows several types of memos to be attached to a park record. These include **Alerts**, **Notes**, **Warnings**, **Directions**, **Letters**, **Web Notes**, **Web Important Info**, and **Web Directions**. Some memos are used to supply information to the operators at the CRS about special features of a particular park. Other memos are included as text in the confirmation letters sent to customers.

Alerts - Alerts will appear to the CRS operators after a Site has been selected from this particular Park. Include any information about the park that may affect a customers decision to reserve a stay at this park.

Warnings - Warnings will appear to the CRS operators after a Park has been selected. Include any information about the park that may affect a customers decision to reserve a stay at this park.

Directions - Directions may be retrieved by CRS operators and will appear on confirmation letters to your customers. Include accurate, easy-to-follow directions to the park.

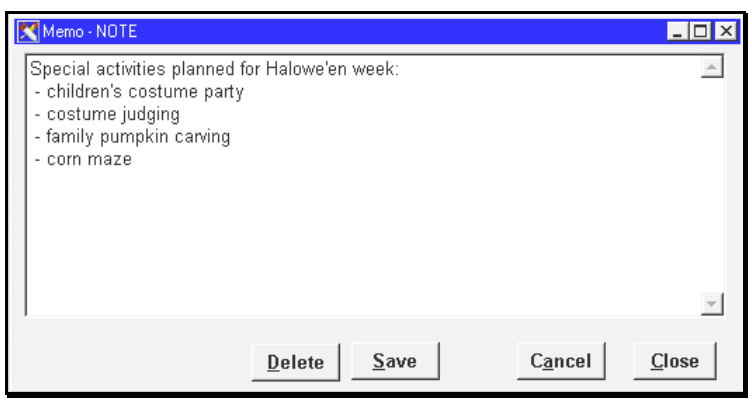
Notes - Notes may be retrieved by CRS operators, and can be used to contain a variety of information about the services, features and attractions for this park.

Letters - Letters will not appear to CRS operators, but will be included as text on the confirmation letters to customers.

Web Notes – These notes are available to web users and contain a variety of information about the services, features and attractions for this park.

Web Important Info – This memo may identify fees, park rules, park open and close times, and any other information important to web users.

Web Directions – This includes accurate, easy-to-follow directions to the park for web users.



Memo Window

To attach memos to a Park Record:

1. Select **Inventory->Park->Park Record** to open the *Park Information* window.
2. Click the **Memos** button and select the type of memo to be added from the drop-down menu.

3. The appropriate memo window will be displayed. Enter the text of the memo.
4. When complete, click **Save** to attach the memo to the Park Record.
5. Click **Close** to exit.

To delete a memo from the Park Record:

1. Select the memo record as noted above.
2. When the correct memo is displayed, click the **Delete** button. The memo will be removed from the Park Record.

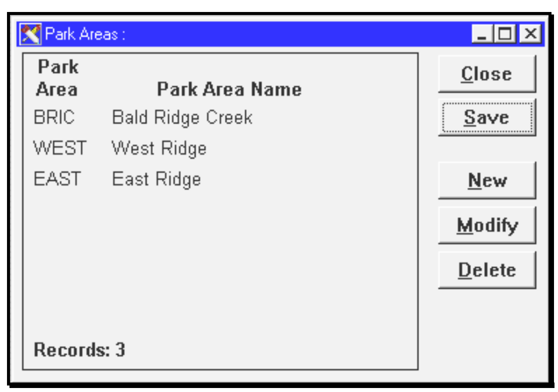
Park Areas

The Areas option is used to define areas within a park. Each area code is unique to an individual Park.

Note: *For each Park in the system, all Park Areas need to be identified.*

To setup a Park area:

1. Select **Inventory->Park->Areas** to open the *Park Areas* window.



Park Areas Window

2. Click **New**.
3. In the **Park Area** field, enter up to 4 characters as the code for the area.
4. In the **Park Area Name** field, enter up to 30 characters identifying the Park Area.
5. Click **Save**.
6. Click **New** to add another Area to the Park and repeat the steps above.

7. Use the **Modify** button to change Park Area fields.
8. Click **Close** when all the park areas have been created.

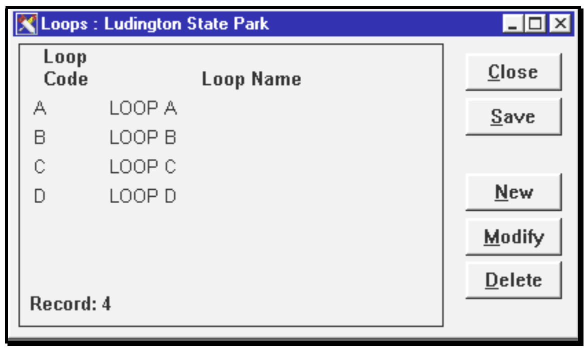
Park Loops

The Loops option is used to define loops within a park. Each loop code is unique to an individual Park.

Note: *For each Park in the system, all Park Loops need to be identified.*

To setup a Loop area:

1. Select **Inventory->Park->Loops** to open the *Loops* window.



Loops Window

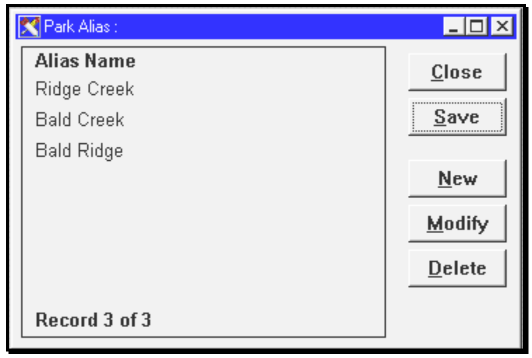
2. Click **New**.
3. In the **Loop Code** field, enter up to 4 characters as the code for the loop.
4. In the **Loop *Name*** field, enter up to 30 characters of text as the name of the Loop.
5. Click **Save**.
6. Click **New** to add another loop to the Park and repeat the steps above.
7. Use the **Modify** button to change Park Loop fields.
8. Click **Close** when you have finished completed creating all the loops for this park.

Park Alias

The Alias option is used to identify to the CRS system some of the alternate names that customers may use for a park. For example, if the Park name is “South Bend Park”, many customer may refer it as “The Bend”. Entering alias names during setup allows the CRS operators to search for the park using these aliases.

To setup a Park Alias Name:

1. Select **Inventory->Parks->Alias** to open the *Park Alias* window.



Park Alias Window

2. Click **New**.
3. In the **Alias Name** field, enter up to 30 characters of text as the alias name.
4. Click **Save**.
5. Use the **Modify** button to change Alias information.
6. Click **Close** to exit.

Park Referrals

The Referral feature is used to redirect customer requests from a full park to another park in the system that offers similar services or attractions. The referral feature will direct customers to lesser known Parks and reduce the strain of bookings at more popular Parks.

Before creating Park Referrals:

- Setup **Site Types** (Code Mgmt**->**Park**->**Site Type).

To setup a Park Referral:

1. Select **Inventory->Parks->Referrals** to open the *Park Referrals* window.

Park Referrals Window

2. Click **New**.
3. In the **Refer To** field, select another of the parks in the system to which customers from this park will be referred.
4. In the **Ranking** field, identify the referral choice of this park. For example, if this park is the first choice to refer customers to, enter **1**. If this park is the second choice, enter **2**, etc.
5. Click **Save**.
6. To add another referral park, click **New** and repeat the steps above.
7. Use the **Modify** button to change referral information.
8. Use the **Delete** button to delete a selected referral.
9. Click **Close** to exit.

Park Events

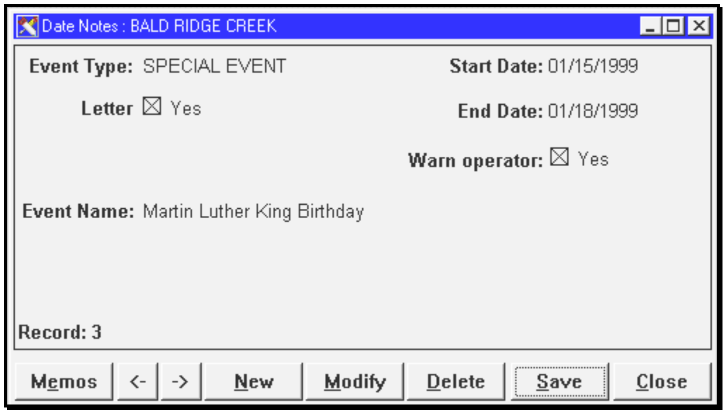
Event Notes are date-specific alerts that inform CRS operators of special events occurring at the park.

Before creating Event Notes:

- Setup **Event** codes (Code Mgmt**->**Park**->**Events).

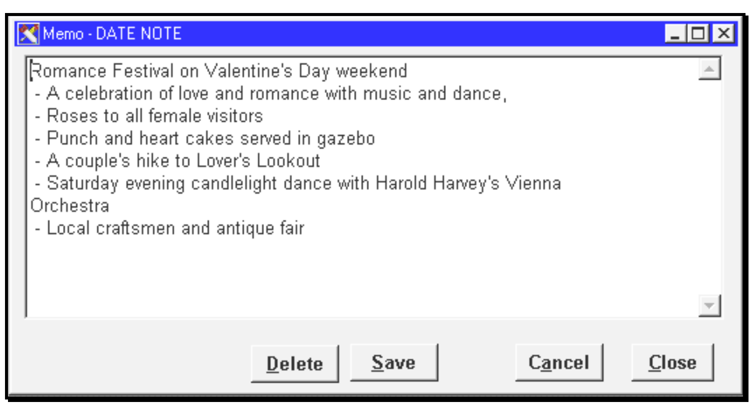
To setup Events:

1. Select **Inventory->Parks→Events** to open the *Date Notes* window.



Date Notes Window

2. Click **New**.
3. In the **Event Type** field, select the type of event being defined from the drop-down list.
4. Check the **Letter** box to have the event information appear on confirmation letters.
5. In the **Event Name** field, enter a text description of the event.
6. In the **Start Date** field, enter the date on which the Event is scheduled to begin, in the format mm/dd/yyyy.
7. In the **End Date** field, enter the date on which the Event is scheduled to end, in the format mm/dd/yyyy.
8. Check the **Warn Operator** box to have the event information appear to CRS operators.
9. Click **Save**.
10. To have the Event appear both to operators and on confirmation letters, click the **Memos** button.



Memo - Date Note Window

- In the *Memo-Date Note* window, enter the description of this event. When complete, click **Save**.
- Click **Close** to return to the *Date Notes* window.

11. Click **Close** to exit.

Park Holidays

To indicate which Holidays will be observed at each park, the Holiday Group(s), to which each park belongs, must be identified. Remember that these holiday groups may have been setup to affect the rates charged to customers.

Note:

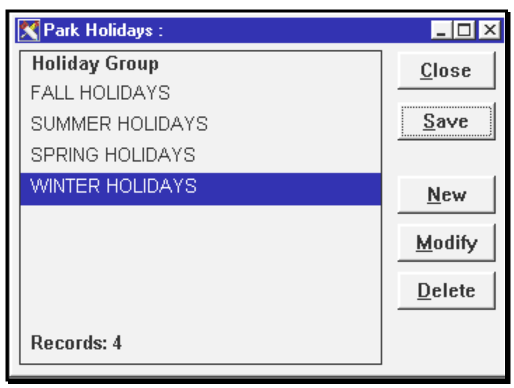
> *The Holiday Groups added here are assigned specific dates in Admin→Tables→Parks→Park Holidays. For example, the Holiday Group may be Labor Day and has the specific dates of 7 Sep 98, 6 Sep 99, etc.*

Before setting up Park Holidays:

- Setup **Holiday Groups** (Code Mgmt**->**Park**->**Holiday Groups).
- Select a **Park** (Inventory**->**Park**->**Select Park).

To assign a Holiday Group to a park:

1. Select **Inventory->Parks->Holiday** to open the *Park Holidays* window.



Park Holidays Window

2. Click **New**.
3. In the **Holiday Group** field, select the holiday group that will apply to this park.
4. Click **Save**.
5. Use the **Modify** button to change Holiday Group information.
6. Click **Close** to exit.

Park Features

Each park in the system will offer different features to customers. Whether this includes a unique view, hiking trails, or water skiing lessons all of the services, activities and equipment that are available may be identified.

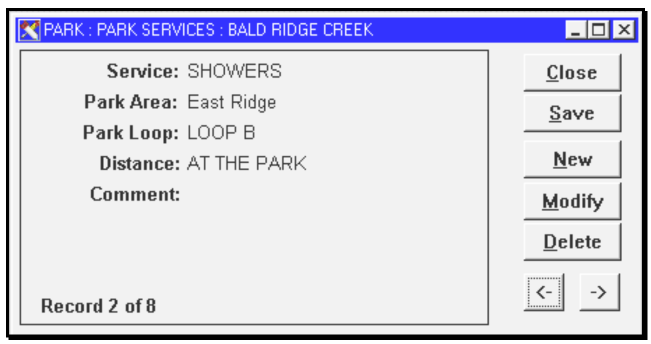
Setting up Park Services/Amenities

Before setting up Park Services/Amenities:

- Setup the **Services** Code (Code Mgmt→Park→Features→Services).
- Setup the **Park Area** codes (Inventory→Parks→Areas).
- Setup the **Park Loop** codes (Inventory→Parks→Loops).
- Setup **Distance** codes (Code Mgmt→Park→Distance Codes).

To setup Park Services:

1. Select Inventory->Parks->Features->Services/Amenities to display the *Park Services* window.



Park Services Window

2. Click **New**.
3. In the **Service** field, select the service to be setup for this Park.
4. If this service is available within a specific Area, select that area in the **Park Area** field. Any site in this **Area** will have this feature available.
5. To define this service as specific to a Loop, select that loop in the **Park Loop** field. Any site in this **Loop** will have access to this feature.
6. In the **Distance** field, indicate the average distance from the Area or Loop to the location of the service, from the drop-down list.
7. Enter any additional information about this service in the **Comment** field.

8. Click **Save**. Repeat the steps above until all Park Services have been setup.
9. Use the **Modify** button to change Park Services information.
10. Click **Close** to exit.

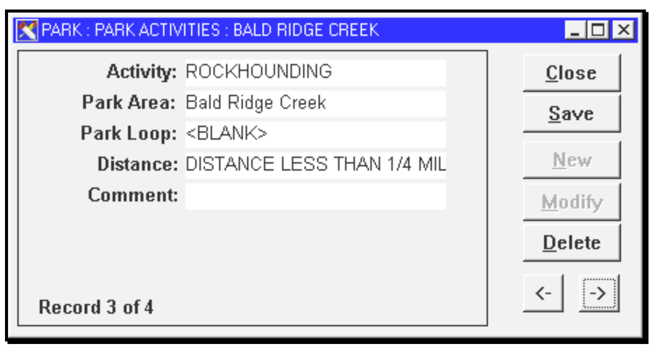
Setting up Park Activities

Before setting up Park Activities:

- Setup the **Activity** Code (Code Mgmt**->**Park**->**Features**->** Activities).
- Setup the **Park Area** codes (Inventory**->**Parks**->**Areas).
- Setup the **Park Loop** codes (Inventory**->**Parks**->**Loops).
- Setup **Distance** codes (Code Mgmt**->**Park**->**Distance Codes).

To setup Park Activities:

1. Select **Inventory->Parks->Features->Activities** to display the *Park Activities* window.



Park Activities Window

2. Click **New**.
3. In the **Activity** field, select the activity to be setup for this Park.
4. If this activity is available within a specific Area, select that area in the **Park Area** field. Any site in this **Area** will have access to this feature.
5. To define this activity as specific to a Loop, select that loop in the **Park Loop** field. Any site in this **Loop** will have access to this feature.
6. In the **Distance** field, indicate the average distance from the Area or Loop to the location of the activity, from the drop-down field.
7. Enter any additional information about this activity in the **Comment** field.

8. Click **Save**. Repeat the above steps to setup all Park Activities.
9. Use the **Modify** button to change Park Activities information.
10. Click **Close** to exit.

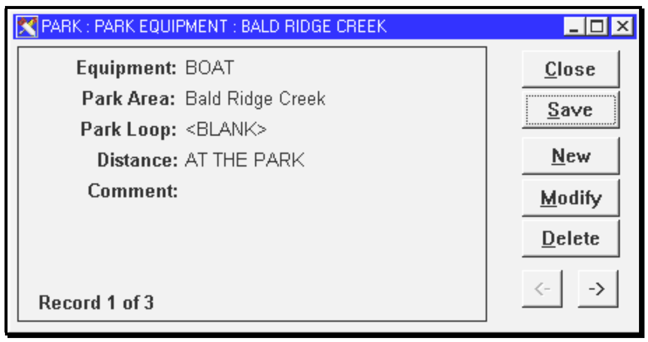
Setting up Park Equipment

Before setting up the Park Equipment table:

- Setup the **Equipment** codes (Code Mgmt**->**Park**->**Features **->**Equipment).
- Setup the **Park Area** codes (Inventory**->**Parks**->**Areas).
- Setup the **Park Loop** codes (Inventory**->**Parks**->**Loops).
- Setup **Distance** codes (Code Mgmt**->**Park**->**Distance Codes).

To setup Park Equipment:

1. Select **Inventory->Parks->Features->Equipment** to display the *Park: Park Equipment* window.



Park: Park Equipment Window

2. Click **New**.
3. In the **Equipment** field, select the equipment to be setup for this Park.
4. If this equipment is available within a specific Area, select that area in the **Park Area** field. Any site in this **Area** will have access to this feature.
5. To define this equipment as specific to a Loop, select that loop in the **Park Loop** field. Any site in this **Loop** will have access to this feature.
6. Indicate the average distance from the Area or Loop to the location of the equipment by selecting the appropriate distance from the drop-down list in the **Distance** field.
7. Enter any additional information about this equipment in the **Comment** field.

8. Click **Save**. Repeat the above steps until all equipment has been defined.
9. Use the **Modify** button to change Equipment information.
10. Click **Close** to exit.

Park Open

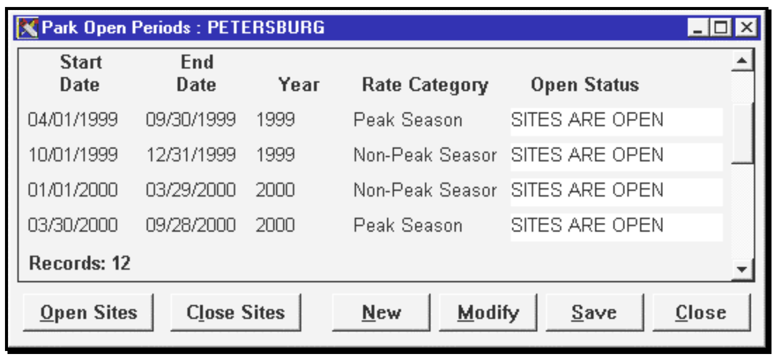
This option is used to identify the Open periods that apply to the parks in the system.

Before the Park Open Periods are defined:

- Setup the **Rate Category** table (Admin**->**Tables**->**Fees**->**Rate Categories).

To setup Park Open Periods:

1. Select **Inventory->Parks->Open** to open the *Park Open Periods* window.



Park Open Periods Window

2. Click **New**.
3. In the **Start Date** field, enter the first date of the open period in the format mm/dd/yyyy.
4. In the **End Date** field, enter the last date of the open period in the format mm/dd/yyyy.

Warning: *Ensure Park Open Periods do not overlap.*

5. In the **Year** field, enter the fiscal year to which this Open Period applies.
6. In the **Rate Category** field, select the rate category that will be used to define the applicable charges for this Open Period.
   - The **Open Status** field will display “PENDING CLOSURE”. This field is used to indicate the Status of the Open Period, as recognized by the database.
7. Click **Save**.

8. Click **Close** to exit.

Opening/Closing Sites in the Park Open Periods

Site Records should be setup to include all sites, prior to performing a Park Open.

To Open or Close Sites in the Park Open Periods:

1. Select **Inventory->Parks->Open** to open the *Park Open Periods* window.
2. Select the Period for which sites are to be Opened/Closed.
3. Click the **Open Sites** button to open the period.
4. Click **Yes** in the confirmation dialog box to proceed with open of period function. Depending on the number of sites in the Park, and the length of the Open Record, the Opening of Sites may take some time.
5. Click the **Close Sites** button to close the period. Only sites with no Holds, Reservations or Closures will be closed. If this process finds a Hold, Reservation, or Closure, the status will become 'Partially Open'.

   Click **Yes** in the confirmation dialog box to proceed with closing of period function. Depending on the number of sites in the Park, and the length of the Open Record, the Closing of Sites may take some time.
6. When the system has completed opening/closing the sites, the *Park Open Period* window will close.

Park Restrictions

For every site type in the Park, rules may be set up which affect the minimum and maximum length of customer stays, and the length of the Minimum and Maximum windows.

At CRS, the Minimum Window refers to the number of days in advance that the CRS can create reservations for the park. For example, a minimum window of '2 days', would mean that if a person called the CRS less than 2 days before they plan to arrive at a park, the CRS would not be allowed to create a reservation for that person. That customer would have to call the park directly to create the reservation.

At the Park level, the Minimum Window identifies a set number of days where the CRS cannot affect the inventory of available sites. For example, a minimum window of '2 days', would mean that, as of the current date and for the next date (tomorrow), the CRS is no longer able to sell a Park's inventory. Park Office is in control of the number of sites that are available at the park today and tomorrow. Any sites that do not have reservations pending for either today or tomorrow would be at the park's disposal.

Minimum Window

Since Park Office controls all of the available site inventory within the Minimum Window, reservation and registration activities affecting that inventory do not require authorization from CRS. Therefore, Reservations and Walk Ins at the park may be accepted without requiring CRS approval, as long as they do not exceed the number of days set as your Minimum Window.

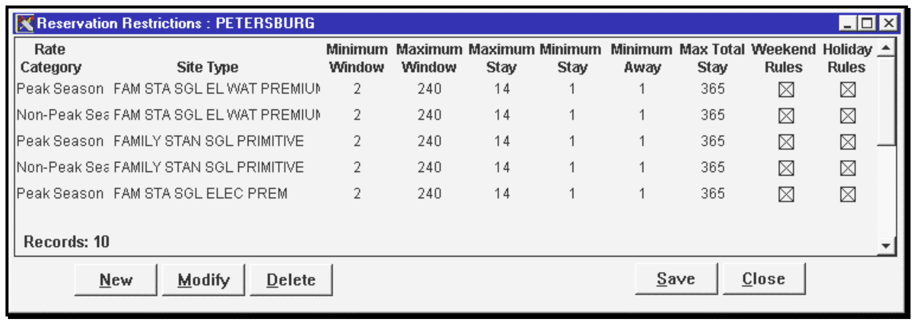
> *Example:*
> *With a minimum window of '2 days', the park can accept a Walk In customer for a stay that is not longer than 2 days (today and tomorrow). Or, the park can create a reservation for someone to arrive at the park and leave the park within 2 days (today and tomorrow). The park cannot accept a Walk In customer for a 3-day stay without first receiving authorization from CRS. Nor can the park create a reservation for someone to arrive at the park for a stay that will exceed 2 days (today and tomorrow) without CRS approval.*

Before setting up Park Restrictions:

- Setup the **Rate Category** table (Admin**->**Tables**->**Fees**->**Rate Categories).
- Setup the **Site Type** code (Code Mgmt**->**Park**->**Site Type).

To setup Site Restriction Records:

1. Select **Inventory->Park->Restrictions** to open the *Reservation Restrictions* window.



Reservation Restrictions Window

2. Click **New**.
3. In the **Rate Category** field, select the Rate Category to which this rule will apply.
4. In the **Site Type** field, select the Site Type for which the restriction rules are being defined.
5. In the **Minimum Window** field, enter the length, in days, of the Minimum Window for this site type.
6. In the **Maximum Window** field, enter the length, in days, of the Maximum Window for this site type.
7. In the **Maximum Stay** field, enter the maximum length, in days, of one stay at this Site Type.
8. In the **Minimum Stay** field, enter the minimum number of days for which a customer can create a reservation/registration for this Site Type.
9. In the **Minimum Away** field, enter the number of days between stays, during which a customer cannot create a reservation or registration for this site type.
10. In the **Maximum Total Stay** field, enter the maximum number of days in one year that a customer can stay at this type of site.
11. Check the **Weekend Rules** box if weekend rules apply for this site type and rate category.

12. Check the **Holiday Rules** box if holiday rules apply for this site type and rate category.
13. Click **Save**. Repeat the above steps until all Site Restrictions to be applied in the park have been defined. If specific Site Restrictions for the sites in the park are not defined, the system will use the default values that were setup as the Parameters for Reservation Defaults.
14. Click **Close** to exit.

Site Setup

Overview

Site Records identify the different features associated with Park Sites.

Note:

> *Only **CRS** has the authority to create and update Site Record information.*

Creating Site Records

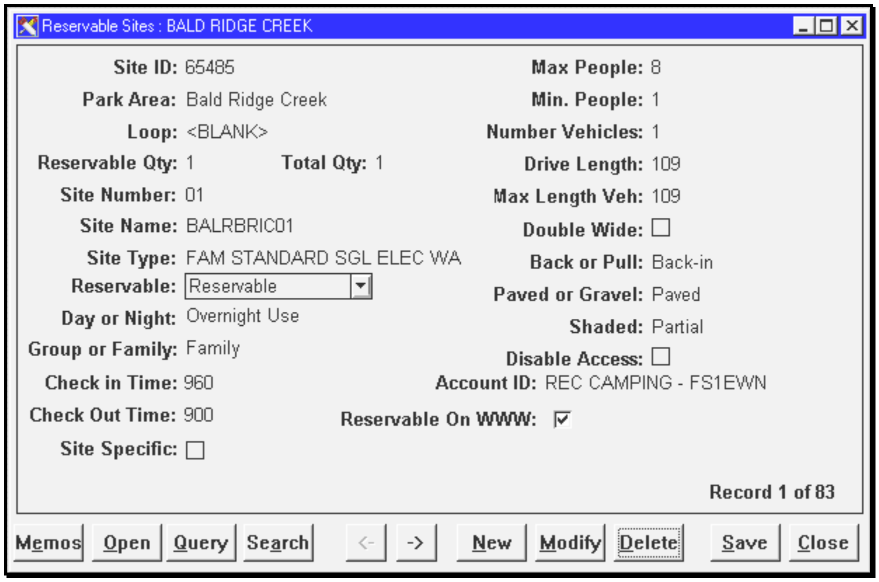
Site records need to be created for every site available in each park in the system.

Before creating a Site Record:

- Setup **Park Areas** (Inventory**->**Parks**->**Areas).
- Setup **Park Loops** (Inventory**->**Parks**->**Loops).
- Setup **Site Types** (Code Mgmt**->**Park**->**Site Type).
- Setup **Account ID's** (Financial**->**GL Accounts).
- Select a **Park** (Inventory**->**Parks**->** Select Park).

To Setup Site Records:

1. Select **Inventory->Sites->Sites** to open the *Reservable Sites* window.



Reservable Sites Window

2. Click the **New** button.

Note: If inventory already exists for this site, the system will warn the user and request to fix the inventory using Park Office or CRS.

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3. In the **Park Area** field, select the Area to which these sites belong.
4. In the **Loop** field, select the Loop in the Area to which these sites belong.
5. In the **Reservable Qty** field, enter the number of sites from this record that will be available to the CRS for reservations.

6. In the **Total Qty** field, enter the total number of sites on this record.
7. If creating a Site record for only one site, enter the number of that site in the **Site Number** field.
    - If creating a Site record for more than one site, enter up to 4 characters in the **Site Number** field to identify this site record.
8. The **Site Name** field identifies the site as a concatenation of **Park Code**, **Area Code**, **Loop Code** and **Site Number**.

    Example:
    A Site Name of 'BALDWESTAA12' identifies the park as Park 'BALD', Area 'WEST', Loop 'AA', and Site '12'.
9. In the **Site Type** field, select the Site Type to which the sites on this record will belong.
10. In the **Reservable** field, select the reservable type from the drop-down list:
    - Select **Reservable** to make this site available to both the CRS and Park systems,
    - Select **Park Reservable** to make this site reservable at the Park only,
    - Select **Non-Reservable** to make this site available for Walk Ins only.

Note: If the reserveable value in the drop down menu indicates a fix being made (Reserveable in fix, Non-Reserveable in fix or Park Reserveable in fix) no modifications can be made to the site.

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11. In the **Day or Night** field, select the usage type.
12. In the **Group or Family** field, identify this site as either a Group or Standard site type.
13. In the **Check In** field, enter the time at which campers may Check In to these sites. Time must be entered in a minutes-after-midnight format.

    Example:
    *10:00 a.m. = 600 (10 hours * 60 minutes).*
14. In the **Check Out** field, enter the time at which campers must Check Out of these sites. Time must be entered in a minutes after midnight format.

    Example:
    *10:00 a.m. = 600 (10 hours * 60 minutes).*
15. Check the **Site Specific** box if the site on this record accepts Site-Specific reservations. This enables customers to specifically request and reserve this site when creating their reservations.

Note:

> *Site Specific records may not be created where the Total Qty indicated on the record is greater than one.*

16. In the **Max People** field, enter the maximum number of people allowed to stay at one site on this record under one reservation.
17. In the **Min. People** field, enter the minimum number of people allowed to stay at one site on this record under one reservation.
18. In the **Number Vehicles** field, enter the Maximum Number of vehicles allowed to be registered to one site on the same registration.
19. In the **Drive Length** field, enter the length of the driveways for the sites on this record.
20. In the **Max Length Veh** field, enter the maximum length of the vehicles that will be allowed to park in the driveways of these sites.
21. Check the **Double Wide** box if the sites are wide enough to park two vehicles side by side.
22. In the **Back or Pull** field select, from the drop-down list, whether Trailers have to be backed in, or be pulled through the driveway on these sites.
23. In the **Paved or Gravel** field select, from the drop-down list, whether the driveways are paved or gravel.
24. In the **Shaded** field select, from the drop-down list, whether the site is shaded, partially shaded, or not shaded.
25. Check the **Disable Access** box if the sites on this record are accessible to the physically challenged.
26. In the **Account ID** field select, from the drop-down list, the revenue account that will be used to track all revenues generated by the sites on this record.
27. Check the **Reservable On WWW** box if the sites on this record are reservable through the World Wide Web.
28. Click **Save**.
29. Click **Close** to exit.

Memos On a Site Record

The system allows three types of memos to be attached to a site record: **Alerts, Notes,** and **Letters**. Some of these memos may be used to supply information to CRS operators about special features of a particular park. Others memos may be included as text on confirmation letters.

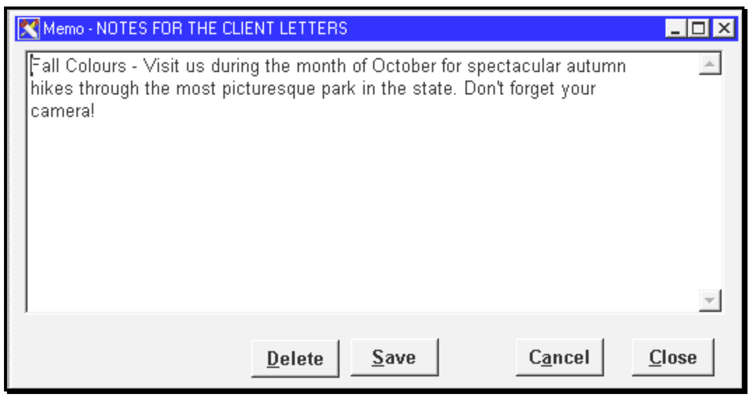
Alerts appear to CRS operators after this Site has been selected. Include any information about the park that may affect a customer's decision to make a reservation.

Notes may be retrieved by CRS operators and may contain a variety of information about the services, features and attractions of the sites on this record.

Letters will not appear to CRS operators, but will be included on confirmation letters to customers.

To attach memos to a Site Record:

1. Select **Inventory->Sites->Sites** to open the *Reservable Sites* window.
2. Click the **Memo** button and select the type of memo (Alerts, Notes, or Letters) from the pop-up menu. The appropriate window will be displayed.
3. Enter the text of the memo.



Memo Window

4. Click **Save**.
5. Click **Close** to exit.

Deleting a Memo on a Site Record

1. To delete a Memo from the Site Record, return to the memo option on the specific Site Record
2. Select the memo.
3. Click **Delete**.

Valid Equipment on a Site Record

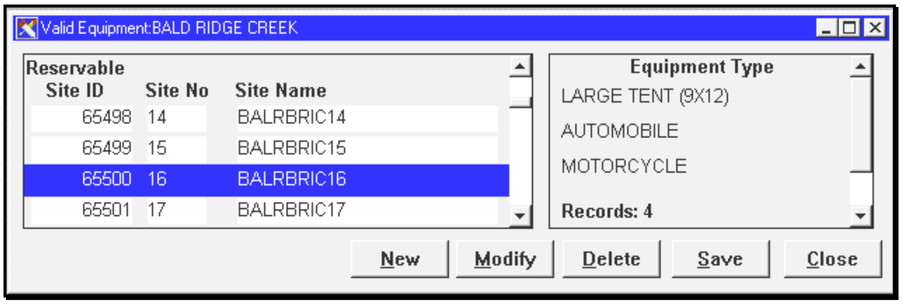
This option is used to indicate the types and limitations of equipment permitted to be brought to this site.

Examples of Valid Equipment :

- Automobile
- Pop-up Trailer thru 30FT.
- RV thru 20FT.
- RV thru 30FT.

Before setting up Valid Equipment on a site record:

- Setup **Site Records** (Inventory**->**Sites**->**Sites).
- Setup **Equipment Types** (Code Mgmt**->**Park**->**Features **->**Equipment).



Valid Equipment Window

To add Valid Equipment on a site:

1. Select Inventory->Sites->Valid Equipment.
2. Select a Site from the list.
3. Click the New button.
4. In the Equipment Type field, select the equipment that can be included on a registration for the sites on this record and click Save.
5. Repeat the above two steps for each equipment type available at this site.
6. Select another site and repeat until all equipment is setup.
7. Click Close to exit.

Site Features

Each site record for the parks in the system will have something different to offer customers. This option is used to identify all of the different **Services**, **Activities** and **Equipment** available at each site.

Setting up Site Activities

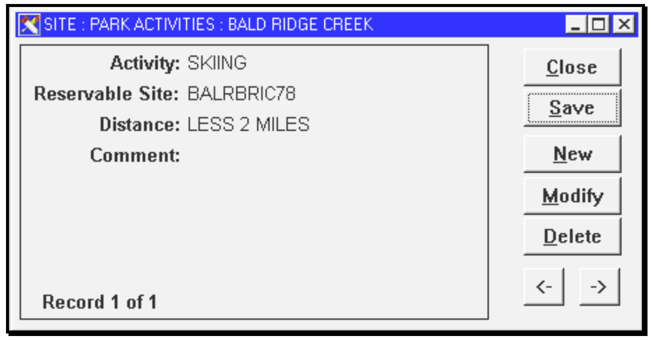
Before creating Site Activities:

- Setup **Activity** codes (Code Mgmt**->**Park**->**Features **->**Activities).
- Setup **Site** Records (Inventory**->**Sites**->**Sites).

- Setup **Distance** Codes (Code Mgmt**->**Park**->**Distance Codes).

To setup Site Activities:

1. Select **Inventory->Sites->Features->Activities** to open the *Site: Park Activities* window.



Site: Park Activities Window

2. Click **New**.
3. In the **Activity** field, select the activity to be setup for this site.
4. In the **Reservable Site** field, select the site type which will provide this activity. Any site of this type will have this feature included.
5. In the **Distance** field, select the average distance from the reservable or actual site, to the location at which the feature is available.
6. In the **Comment** field, enter any additional information about this activity.
7. Click **Save**. Repeat the above steps until all activities have been setup.
8. Click **Close** to exit.

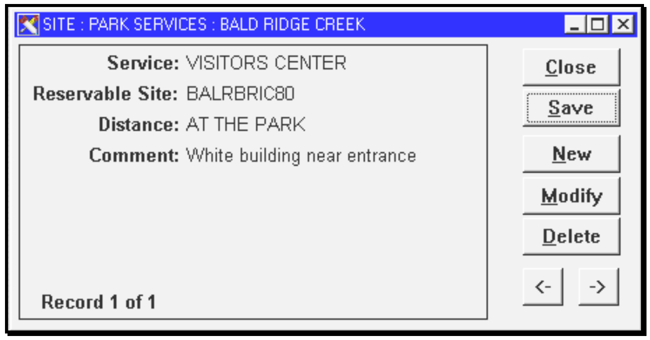
Setting up Site Services/Amenities

Before creating Site Services:

- Setup **Service** codes (Code Mgmt**->**Park**->**Features **->**Services).
- Setup **Site** Records (Inventory**->**Sites**->**Sites).
- Setup **Distance** Codes (Code Mgmt**->**Park**->**Distance Codes).

To setup Site Services/Amenities:

1. Select Inventory->Sites->Features->Services/Amenities to open the *Site: Park Services* window.



Site: Park Services Window

2. Click **New**.
3. In the **Service** field, select the services to be setup for this site.
4. In the **Reservable Site** field, select the site type in which this service is available. Any site of this type will have this feature included.
5. In the **Distance** field, select the average distance from the site to the location where the service is available.
6. In the **Comment** field, enter any additional information about this service/amenity.
7. Click **Save**. Repeat the above steps until all services have been setup.
8. Click **Close** to exit.

Setting up Site Equipment

This option is used to identify the equipment provided at a specific site.

Examples
BBQ Pit, Electricity, Cement pad for Trailer, etc.

Note:

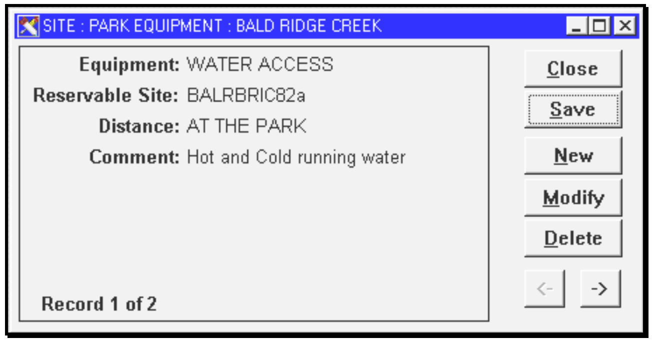
> *Equipment Types entered here pertain to the Site only and should not be confused with Park Equipment Types (Inventory →Parks →Features → Equipment).*

Before creating Site Equipment:

- Setup **Equipment** codes (Code Mgmt**->**Park**->**Features **->**Equipment).
- Setup **Site** Records (Inventory**->**Sites**->**Sites).
- Setup **Distance** Codes (Code Mgmt**->**Park**->**Distance Codes).

To setup Site Equipment:

1. Select **Inventory->Sites->Features->Equipment** to open the *Site: Park Equipment* window.



Site: Park Equipment Window

2. Click **New**.
3. In the **Equipment** field select, from the drop-down list, the equipment to be setup for this site.
4. In the **Reservable Site** field select, from the drop-down list, the site type for which this equipment is available. Any site of this type will have this feature included.
5. In the **Distance** field select, from the drop-down list, the average distance from the site to the location where the equipment is available.
6. In the **Comment** field, enter information about this equipment.
7. Click **Save**. Repeat the steps above until all equipment has been setup.
8. Click **Close** to exit.

Site Closures

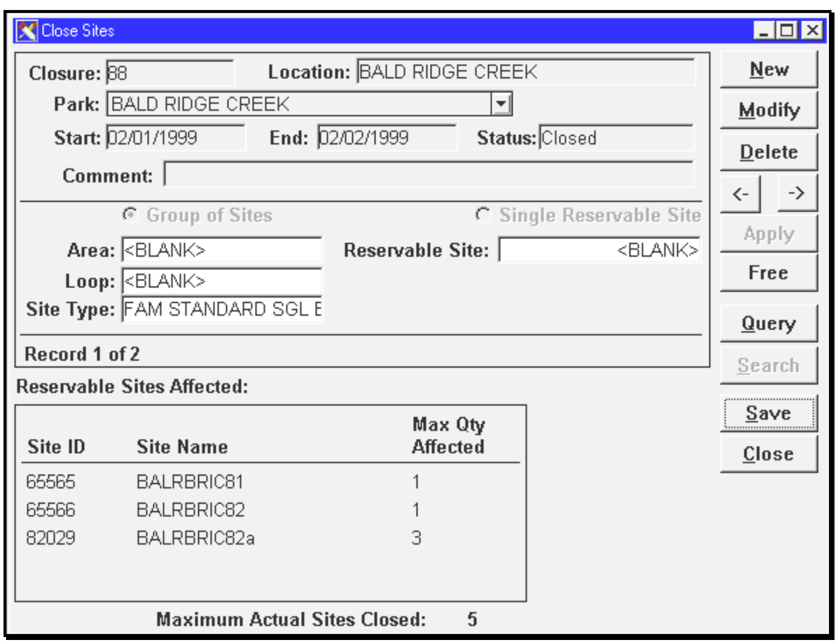
Applying a Site Closure makes sites unavailable for CRS reservations, although they are still available for walk ins and park reservations. The Site Closure feature may be used by the Park to close an entire Area, Loop, Site Type or Reservable Site. Any existing reservations in sites that are being closed will not be affected; however the site will be closed once existing reservations are complete.

Before setting up Site Closures:

- Setup **Park Records** (Inventory**->**Parks**->**Park Record).
- Setup **Park Areas** (Inventory**->**Parks**->**Areas).
- Setup **Park Loops** (Inventory**->**Parks**->**Loops).
- Setup **Site Records** (Inventory**->**Sites**->**Sites).
- Setup **Site Types** (Code Mgmt**->**Park**->**Site Type).

To close a site:

1. Select **Inventory->Sites->Site Closures** to open the *Close Sites* window.



Close Sites Window

2. Click the **New** button.
3. The **Location** field is completed by the application.
4. In the **Park** field select, from the drop-down list, the park for which the site closure is to be created.

5. In the **Start** field, enter the first date that the site is to be closed, in the format mm/dd/yyyy.
6. In the **End** field, enter the last date that the site is to be closed, in the format mm/dd/yyyy.
7. The **Status** field displays a **Pending** status.
8. In the **Comment** field, enter a reason for the Site Closure.
9. To close a single site, click **Single Reservable Site** and select a Reservable Site. The site affected will be displayed in the Reservable Sites Affected portion of the window.
10. To close a group of sites, click **Group of Sites** and select from the following options:
    - Select the **Area** to which the site hold is to be applied.
    - Select the **Loop** to which the site hold is to be applied.
    - Select a **Site Type** to which the site hold is to be applied.
    - Select a combination of Area, Loop and Site Type to which site holds are to be applied.

    The sites affected are displayed in the *Reservable Sites Affected* portion of the window.
11. Click **Save** to confirm site closure information. The **Closure** field is completed by the application and identifies this site closure record.
12. Click **Apply**. The Status changes from **Pending** to **Closed**. The selected sites are now closed.
13. Click **Close** to exit.

Freeing a Closed Site

This procedure is used to free sites before their assigned End Date.

To free a closed site:

1. Select **Inventory->Sites->Site Closures** to open the *Close Site* window.
2. Use the **Query** button and enter selection criteria to find the record to be closed, or

    Use the **arrow keys** to move through the Site Closure records until the record to be opened is displayed.
3. Click **Free**. The Status will change from **Closed** to **Pending**.
4. Click **Save**.
5. Click **Close** to exit.

Utilities

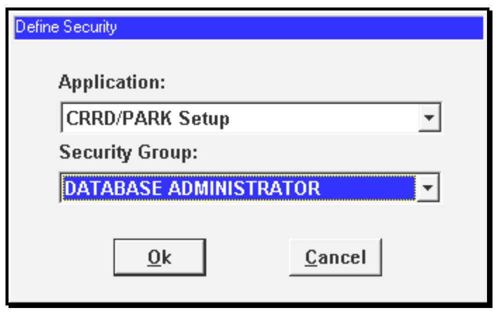
Overview

The Utilities menu is used to access the **Menu Security**, **Show Work in Progress, Active Logins** and **Fix Inventory** features.

Menu Security

This option defines Menu Security for a selected application. Use this feature to restrict access to menu items.

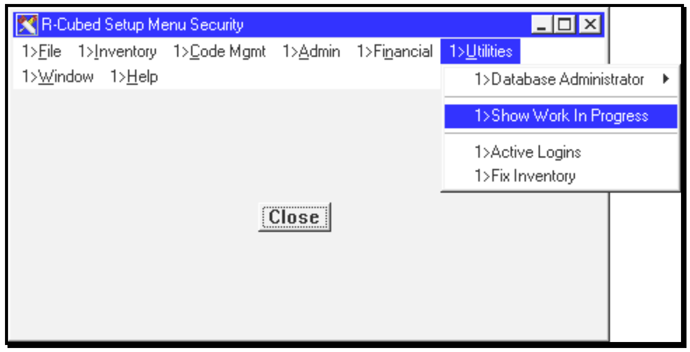
1. From the **Utilities** menu, select **Database Administrator-> Menu Security** to open the *Define Security* window.



Define Security Window

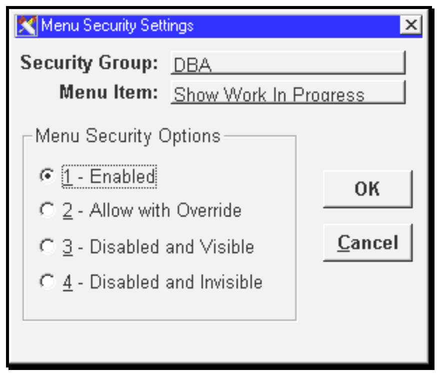
2. In the **Application** field, select the application to which menu security is being applied.

3. In the **Security Group** field, select the Security Group for which menu security is being applied and click **Ok**.
   - The message "*Loading Security Template*" will appear and the *Menu Security* window for the application selected will open.
   - This window is a copy of the main screen of the application.



Park Office Menu Security

4. Select the menu item to which security is to be applied. This will open the *Menu Security Settings* window.



Menu Security Settings Window

To apply menu security to an entire sub-menu,

- Hold down the **CTRL** key and **select** the Parent Menu item (the menu title).

  Example:
  In Park Office under the Utilities Menu, security could be applied to the entire Database Admin sub-menu by holding down the CTRL key, selecting Database Admin and applying security.

5. Each menu item will have a number from one to four followed by a greater than sign and the menu item (E.g., **1>Utilities**).
   - **1** indicates the option is enabled and can be used.
   - **2** indicates the process will be allowed with an override.
   - **3** indicates the process is disabled but visible.
   - **4** indicates the process is disabled and invisible.
6. Select the menu security option to be applied to this group and click **OK**. This will change the security on this menu item for the selected security group.
7. To review the security setting, select the menu item again.

8. When all menu security changes are complete, click the **Close** button on the *Menu Security* window.

Show Work In Progress

This option is used by IT personnel to track their work. As well, all "logged" activity messages that occur during program operation, are sent to this window for viewing.

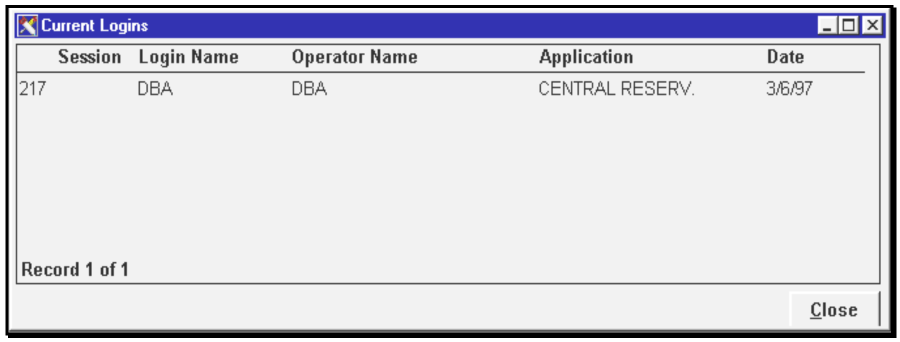
1. Select **Utilities->Show Work in Progress**. A check mark will appear beside this option in the Utilities drop-down list.
2. Click the **Refresh** button to retrieve the most recent activity messages into this screen.
3. Click the **Paste to Clipboard** button to copy this information to the clipboard. This information may then be pasted into another software package (e.g., Windows Notepad, Write) for viewing.
4. Once this option is selected, the Show Work in Progress is displayed on top of the Setup window. To **Close** this option, select it again. The check mark will be removed and the window will close.

Active Logins

Select this option to view a list of all active login sessions on the database to which you are connected.

To view Active Logins:

1. Select **Utilities->Active Logins** to open the *Current Logins* window.



Current Logins Window

2. This window displays the Session, Login Name and real Name of the operators, the Application run by users, and the start Date for the active sessions.

Fix Inventory

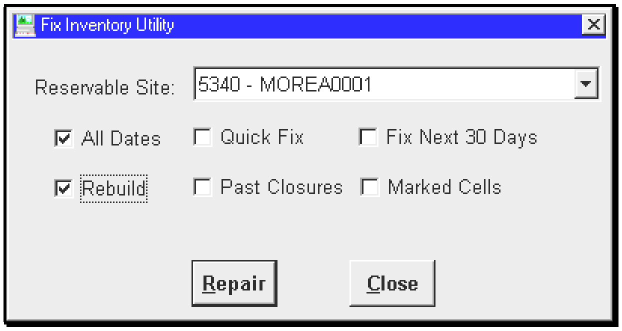
If the database contains incorrect information, the system may think that the park has become overbooked. Such a problem may arise from inaccurate entry of data at the park or CRC. It will become impossible to create new reservations or walk in registrations at the park. Use the Fix Inventory function to resolve this problem.

Warning:

> *To resolve this information conflict, the* **Fix Inventory** *option will temporarily* **erase** *reservation information for one or more sites in the park. It will then be possible to have 100% site availability while fixing your inventory.*
>
> *Do not use the* **Fix Inventory** *option while other users are logged onto the system. If at CRS, do not run a fix while operators are still accepting reservations. If at the park, do not fix inventory if park staff are carrying out registration activities on Park Office.*

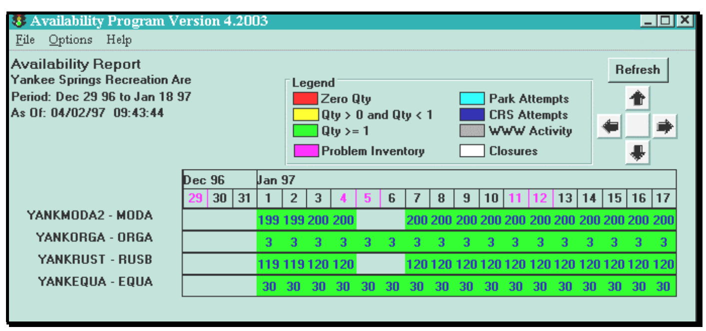
To use Fix Inventory feature:

1. Select **Utilities->Fix Inventory** to open the *Fix Inventory Utility* Window.



Fix Inventory Utility Window

2. Select a single site or all sites.
3. Select one of the following four options:
   - Check the **All Dates** field to clear all reservation information for the sites selected and re-apply holds, closures and reservations. This will be retroactive to the first reservation made using Park Office. This process will not correct or "rebuild" any cells that have been deleted.
   - Check **Rebuild** to have the program rebuild inventory for every day in the Park "open" periods. The easiest way to confirm that a "rebuild" is required is to look at the Availability cells for "gaps". Note that this option may take significantly longer than the All Dates process alone.



In this example, a rebuild would be required to fix the blank cell that appear for MODA and RUSB sites on January 5th and 6th.

   - Select **Past Closures** to re-apply all closures for the selected site(s). If not checked, only present and future closures will be re-applied and past closures will be put in a pending state. The **Past Closures** option is only valid when a **Rebuild** is selected.

- Check the **Quick Fix** field to have the program look for the first instance of conflicting reservation information for the selected sites.
- Check **Fix Next 30 Days** to re-apply reservation information for the next 30 days.
- Check **Marked Cells** to attempt to fix inventory for cells which were marked or flagged, in the Inventory Verification Program.

4. Click **Repair** to begin the Fix Inventory process or click **Close** to abort the process.

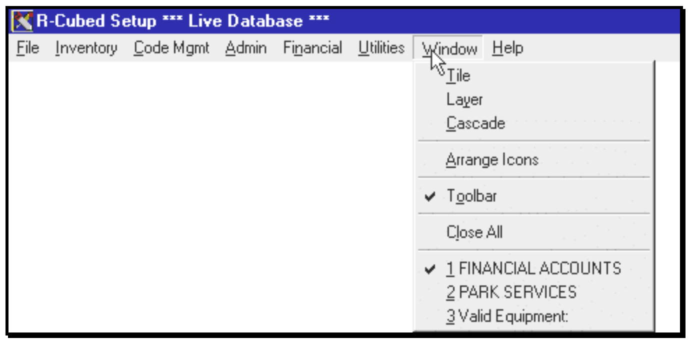
Warning:

> *Once the Repair button is clicked, the process should be allowed to run to completion. Terminating the process could cause severe inventory errors.*

Window Menu

Overview

When working in the Windows environment open windows need to be managed as effectively as possible. The **Window** menu contains tools to assist when working with windows in the Park Setup application. Open windows are identified and numbered at the bottom of the menu. The current window will be identified with a checkmark.



3 Open Setup Windows

Tile

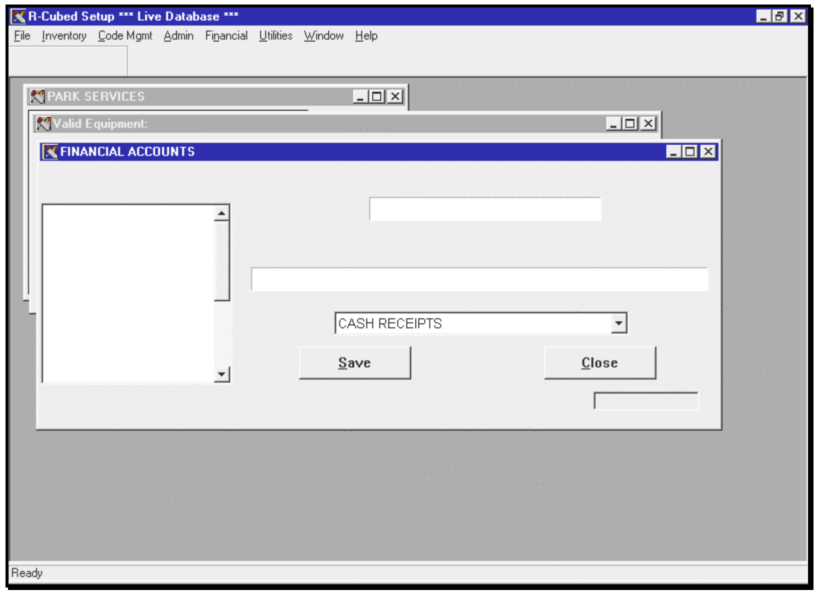
The **Tile** option displays all open windows side-by-side, in rows and columns across the screen. This grid-like display may appear crowded on the screen, depending on the number of open windows. However, it offers a good way to view all windows at the same time, which provides fast access to the windows required.

Layer

The **Layer** option places all open windows directly on top of each other, with the appearance of only one open window. Unless you intend to work with one specific window for a significant length of time, this is not an ideal solution for controlling windows. Also, switching between windows is much more cumbersome and will likely impede the efficient use of your time.

Cascade

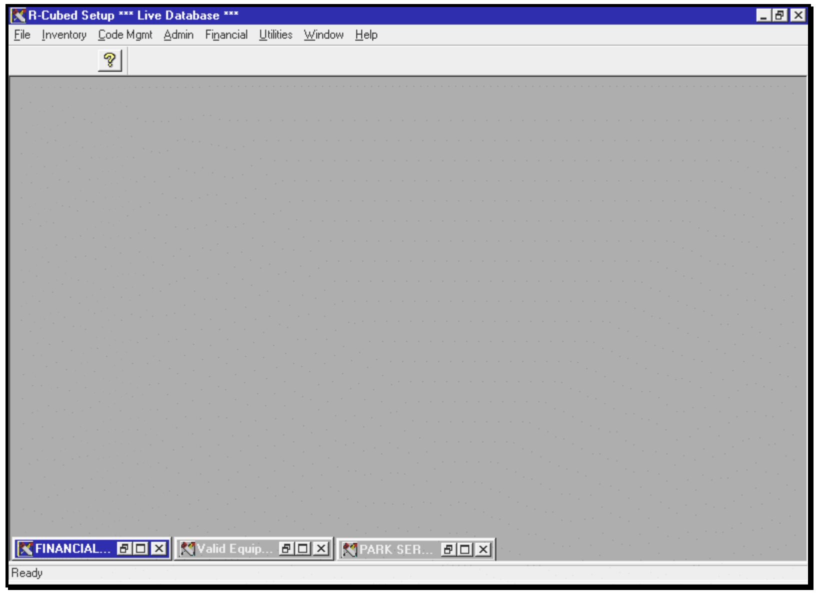
The **Cascade** option displays open windows on top of each other, but positions each slightly lower and to the right of window beneath. This permits one window at a time to be viewed, while the title bars of other windows are still visible and easily accessible.



3 Setup Windows in Cascade

Arrange Icons

This option arranges minimized windows (window icons) across the bottom of the screen.



3 Setup Windows Arranged

Toolbar

Use the **Toolbar** option to toggle the Toolbar display on and off. A checkmark will appear beside this menu option when it is selected. Click the option again to de-select the option and the checkmark will be removed.

Close All Windows

Use the **Close All** option to close all open windows, saving the time of closing all open windows individually. Any windows left open upon exiting the Park Setup application, are automatically closed. Any unsaved work will provide a prompt to save any changes.

NOTES

Table Setup Reference

Overview

This chapter provides a quick reference listing for Park Suite Tables. It is organized in the same manner as the Setup application menus and indicates if any pre-requisites (codes or other tables) are required for the tables to be completed correctly.

Example:

The section entitled Inventory refers to the **Inventory** *menu.*

Within this section, the table entitled Parks refers to the **Parks** *option under the Inventory menu.*

Within this table, each row identifies a selection, ***Services*** *for instance, under the Parks option.*

Therefore, this table entry refers to the menu option:
Inventory->Parks->Services.

The pre-requisite identifies those codes that must be defined prior to defining the table indicated. Before Services can be defined, the Park **Area**, **Park Loop** *and* **Distance** *codes must be defined.*

Inventory Menu

Parks Option

Park Inventory Tables	Pre-requisite Definitions and Menu Selections
Park Selection	*Pre-requisites:* **Park Records** (*Inventory*->*Parks*->*Park Record*) *Menu Selection:* **Park Selection** (*Inventory*->*Parks*->*Select Park*)
Park Records	*Pre-requisites:* **Region Codes** (*Code Mgmt*->*Park*->*Demographics*->*Region Codes)* **State Codes** (*Code Mgmt*->*Park*->*Demographics*->*State Codes)* **Agency Codes** (*Code Mgmt*->*Park*->*Agency)* *Menu Selection:* **Park Records** (*Inventory*->*Parks*->*Park Record*)
Area	*Menu Selection:* **Park Area Codes** (*Inventory*->*Parks*->*Areas*)
Loop	*Menu Selection:* **Park Loop Codes** (*Inventory*->*Parks*->*Loops*)
Alias	*Menu Selection:* **Alias Codes** (*Inventory*->*Parks*->*Alias*)
Referrals	*Pre-requisites:* **Park Records** (*Inventory*->*Parks*->*Park Record*) *Menu Selection:* **Referrals** (*Inventory*->*Parks*->*Referrals*)
Events	*Pre-requisites:* **Event Codes** (*Code Mgmt*->*Park*->*Events*) *Menu Selection:* **Events** (*Inventory*->*Parks*->*Events*)

Park Inventory Tables	Pre-requisite Definitions and Menu Selections
Holiday	*Pre-requisites:* **Holiday Group Codes** (*Code Mgmt*->*Park*->*Holiday Groups*) *Menu Selection:* **Park Holidays** (*Inventory*->*Parks*->*Holiday*)
Services	*Pre-requisites:* **Park Area Codes** (*Inventory*->*Parks*->*Areas*) **Park Loop Codes** (*Inventory*->*Parks*->*Loops*) **Distance Codes** (*Code Mgmt*->*Park*->*Distance Codes*) *Menu Selection:* **Park Services** (*Inventory*->*Parks*->*Features*->*Services/Amenities*)
Activities	*Pre-requisites:* **Park Area Codes** (*Inventory*->*Parks*->*Areas*) **Park Loop Codes** (*Inventory*->*Parks*->*Loops*) **Distance Codes** (*Code Mgmt*->*Park*->*Distance Codes*) *Menu Selection:* **Park Activities** (*Inventory*->*Parks*->*Features*->*Activities*)
Equipment	*Pre-requisites:* **Park Area Codes** (*Inventory*->*Parks*->*Areas*) **Park Loop Codes** (*Inventory*->*Parks*->*Loops*) **Distance Codes** (*Code Mgmt*->*Park*->*Distance Codes*) *Menu Selection:* **Park Equipment** (*Inventory*->*Parks*->*Features* ->*Equipment*)
Open	*Pre-requisites:* **Rate Category Table** (*Admin*->*Tables*->*Fees*-> *Rate Categories*) *Menu Selection:* **Park Open Periods** (*Inventory*->*Parks*->*Open*)

Park Inventory Tables	Pre-requisite Definitions and Menu Selections
Restrictions	*Pre-requisites:* **Rate Category Table** (*Admin*->*Tables*->*Fees*->*Rate Categories*) **Site Type Codes** (*Code Mgmt*->*Park*->*Site Type*) *Menu Selection:* **Reservation Restrictions** (*Inventory*->*Parks*-> *Restrictions*)

Sites

Sites Inventory Tables	Pre-requisite Definitions and Menu Selections
Sites	*Pre-requisites:* **Park Area Codes** (*Inventory*->*Parks*->*Areas*) **Park Loop Codes** (*Inventory*->*Parks*->*Loops*) **Distance Codes** (*Code Mgmt*->*Park*->*Distance Codes*) **Site Type Codes** (*Code Mgmt*->*Park*->*Site Type*) **Customer Types Table** (*Admin*->*Tables*-> *Customer Type*) **Standard Site Fees Table** (*Admin*->*Tables*->*Fees*->*Standard Site Fees*) **Group Sites Fees Table** (*Admin*->*Tables*->*Fees* ->*Group Site Fees*) **Account ID Codes** (*Financial*->*GL Accounts*) **Park Selection** (*Inventory*->*Park*->*Select Park*) *Menu Selection:* **Reservable Sites** (*Inventory*->*Sites*->*Sites)*
Valid Equipment	*Pre-requisites:* **Equipment Type Codes** (*Code Mgmt*->*Park*->*Features*->*Equipment*) **Reservable Sites** (*Inventory*->*Sites*->*Sites)* *Menu Selection:* **Valid Equipment** (*Inventory*->*Sites*->*Valid Equipment)*

Sites Inventory Tables	Pre-requisite Definitions and Menu Selections
Services/ Amenities	*Pre-requisites:* **Park Services Codes** (*Code Mgmt*->*Park*-> *Features*->*Services*) **Reservable Sites** (*Inventory*->*Sites*->*Sites)* **Distance Codes** (*Code Mgmt*->*Park*->*Distance Codes*) *Menu Selection:* **Site Services/Amenities** (*Inventory*->*Sites*->*Features*->*Services/Amenities)*
Activities	*Pre-requisites:* **Activity Codes** (*Code Mgmt*->*Park*->*Features*->*Activities*) **Reservable Sites** (*Inventory*->*Sites*->*Sites)* **Distance Codes** (*Code Mgmt*->*Park*->*Distance Codes*) *Menu Selection:* **Site Activities** (*Inventory*->*Parks*->*Features*-> *Activitie*s)
Equipment	*Pre-requisites:* **Equipment Codes** (*Code Mgmt*->*Park*->*Features*->*Equipment*) **Reservable Sites** (*Inventory*->*Sites*->*Sites)* **Distance Codes** (*Code Mgmt*->*Park*->*Distance Codes*) *Menu Selection:* **Site Equipment** (*Inventory*->*Parks*->*Features*-> *Equipment*)
Site Closures	*Pre-requisites:* **Park Records** (*Inventory*->*Parks*->*Park Record*) **Reservable Sites** (*Inventory*->*Sites*->*Sites)* **Park Area Codes** (*Inventory*->*Parks*->*Areas*) **Park Loop Codes** (*Inventory*->*Parks*->*Loops*) **Site Type Codes** (*Code Mgmt*->*Park*->*Site Type*) *Menu Selection:* **Close Sites** (*Inventory*->*Parks*->*Site Closures)*

Admin Menu

Park Tables

Park Tables	Pre-requisite Definitions and Menu Selections
Equipment Type	*Menu Selection:* **Equipment Types** (*Admin*->*Tables*->*Parks*->*Equipment Type*)
Park Holiday	*Pre-requisites:* **Holiday Group Codes** (*Code Mgmt*->*Park*->*Holiday Groups*) *Menu Selection:* **Park Holiday** (*Admin*->*Tables*->*Parks*->*Park Holiday*)

Map Tables

Map Tables	Pre-requisite Definitions and Menu Selections
Map Setup	*Pre-requisites:* Map bitmap files *Menu Selection:* **Map Setup** (*Admin*->*Tables*->*Maps*->*Map Setup*)
Map Areas	*Menu Selection:* **Map Areas** (*Admin*->*Tables*->*Maps*->*Map Areas*)
Map Controls	*Pre-requisites:* **Site Types** (*Code Mgmt*->*Park*->*Site Type*) *Menu Selection:* **Map Controls** (*Admin*->*Tables*->*Maps*->*Map Controls*)
Map Sites	*Pre-requisites:* **Reservable Sites** (*Inventory*->*Sites*->*Sites*) *Menu Selection:* **Map Sites** (*Admin*->*Tables*->*Maps*->*Map Sites*)

Reservation Tables

Reservation Tables	Pre-requisite Definitions and Menu Selections
Payment Rules	*Pre-requisites:* **Payment Methods** (*Code Mgmt*->*Financial*->*Payment Methods*) *Menu Selection:* **Minimum Payment Rules** (*Admin*->*Tables*->*Reservation*->*Rules*->*Payment Rules*)
Confirmation Rules	*Pre-requisites:* **Reservable Sites** (*Inventory*->*Sites*->*Sites*) *Menu Selection:* **Confirmation Rules** (*Admin*->*Tables*->*Reservation*->*Rules*-> *Confirmation Rules*)
Cancellation Rules	*Pre-requisites:* **Payment Methods** (*Code Mgmt*->*Financial*->*Payment Methods*) *Menu Selection:* **Cancellation Rules** (*Admin*->*Tables*->*Reservation*->*Rules*-> *Cancellation Rules*)
Operator Memos	*Menu Selection:* **Operator Memos** (*Admin*->*Tables*->*Reservation*->*Operator Memos*)

Customer Tables

Customer Tables	Pre-requisite Definitions and Menu Selections
Customer Types	*Menu Selection:* **Customer Types** (*Admin*->*Tables*->*Customer*->*Customer Types*)
Memberships Available	*Menu Selection:* **Memberships Available** (*Admin*->*Tables*->*Customer*->*Memberships Available*)

Product Inventory Table

Product Inventory Table	Pre-requisite Definitions and Menu Selections
Product Inventory	*Pre-requisites:* **Product Types** (*Code Mgmt*->*Product Types*) **Tax Codes** *Code Mgmt*->*Tax Codes)* *Menu Selection:* **Product Inventory** (*Admin*->*Tables*->*Product Inventory*)

Tax Rates Table

Tax Rates Table	Pre-requisite Definitions and Menu Selections
Tax Rates	*Pre-requisites:* **Tax Codes** *(Code Mgmt*->*Tax Codes)* **GL Accounts** *(Financial*->*GL Accounts)* **Park Record** *(Inventory*->*Parks*->*Park Record)* *Menu Selection:* **Tax Rates** (*Admin*->*Tables*->*Tax Rates*)

Fees Tables

Fees Tables	Pre-requisite Definitions and Menu Selections
Rate Categories	*Menu Selection:* **Rate Categories** (*Admin*->*Tables*->*Fees*->*Rate Categories*)
POS Schedules	*Menu Selection:* **POS Schedules** (*Admin*->*Tables*->*Fees*->*POS Schedules*)

Fees Tables	Pre-requisite Definitions and Menu Selections
Standard Site Fees	*Pre-requisites:* **Rate Categories** (*Admin*->*Tables*->*Fees*->*Rate Categories*) **Reservable Sites** (*Inventory*->*Sites*->*Sites*) **Customer Types** (*Admin*->*Tables*->*Customer*->*Customer Types*) **POS Schedules** (*Admin*->*Tables*->*Fees*->*POS Schedules*) **Tax Codes** *(Code Mgmt*->*Tax Codes)* *Menu Selection:* **Standard Site Fees** (*Admin*->*Tables*->*Fees*->*Standard Site Fees*)
Group Site Fees	*Pre-requisites:* **Rate Categories** (*Admin*->*Tables*->*Fees*->*Rate Categories*) **Park Records** (*Inventory*->*Parks*->*Park Record*) **Site Types** (*Code Mgmt*->*Park*->*Site Type*) **Customer Types** (*Admin*->*Tables*->*Customer*->*Customer Types*) **POS Schedules** (*Admin*->*Tables*->*Fees*->*POS Schedules*) *Menu Selection:* **Group Site Fees** (*Admin*->*Tables*->*Fees*->*Group Site Fees*)

Security Tables

Security Tables	Pre-requisite Definitions and Menu Selections
Set Operator	*Pre-requisites:* **Park Records** (*Inventory*->*Parks*->*Park Record*) **Security Groups** (*Code Mgmt*->*Security*->*Operator Security Groups*) *Menu Selection:* **Set Operator** (*Admin*->*Security*->*Set Operator*)

Security Tables	Pre-requisite Definitions and Menu Selections
Task Privileges	*Pre-requisites:* **Security Groups** (*Code Mgmt*->*Security*->*Operator Security Groups*) *Menu Selection:* **Task Privileges** (*Admin*->*Security*->*Task Privileges*)

Appendix A – Rules

This appendix details each rule used within ReserveAmerica applications. The heading for each rule is the name identified under Park Setup's *Task Privileges* window (*Admin*->*Security*->*Task Privileges*->*Rule Broken field*). *Refer to the Security chapter, within this manual, for details on defining Task Privileges.*

Adjust Type Update

Adjust Type Update Rule

This rule is no longer in use.

Adjust Type View

Adjust Type View Rule

This rule is no longer in use.

Allow to Run Tour Setup Application

Allow to Run Tour Setup Application Rule

This provides privilege to open ReserveAmerica's Tour Setup application.

Allowed to Change Operator Shift

Allowed to Change Operator Shift Rule

This provides privilege to change the status of your own operator shifts, (that is, from OPEN to CLOSED, from CLOSED to RECONCILE, from RECONCILE to DEPOSIT).

When combined with the **View All Shifts** rule, this rule provides privilege to change the status of all operator shifts.

Allowed to Create Deposits

Allowed to Create Bank Deposits Rule

This provides privilege to create bank deposits within the Operator Shift Management application.

Allowed to Perform Adjustments

Allowed to Perform Operator Shift Adjustments Rule

This provides privilege to make adjustments to your own Operator Shift through the Operator Shift Management, Park Office, or POS applications.

Allowed to Run Management App

Allowed to Run Management Application Rule

This provides access to the management functions within the Operator Shift Management application. That is, when opening the OSM as a standalone (not through the Park Office or POS applications), click the Management button to access Management functions.

Allowed to Run Setup App

Allowed to Run Setup Application Rule

This provides privilege to open ReserveAmerica's Park Setup application.

Allowed to View All Shifts

Allowed to View All Shifts Rule

The Operator Shift Management application provides operators with viewing access to their own shift. This rule provides privilege to view the shifts of all operators.

When combined with other OSM rules (like *Allowed to Perform Adjustments* or *Allowed to Change Operator Shifts*) this rule provides privilege to perform adjustments or to change operator status for all operator shifts.

Back Date Cancel Reservation

Back Date Cancel Reservation Rule

This provides privilege to cancel a reservation that was due to start on a date prior to today.

This rule is only applicable if back-dating of cancelled reservation is allowed for the organization. The back-date of cancelled reservation allowed parameter, defined under *Admin*->*Parameters*-> *Reservation*->*Defaults*-> *Back-date cancel reservation,* must be set to **Yes** in order for this rule to apply.

Book From Closure

Book From Closure Rule

This provides privilege to book a registration on a closed site.

CC Batch View

Credit Card Batch View Rule

This rule is no longer in use.

Changed POS Amount

Changed POS Amount Rule

This provides privilege of exiting the POS function within Park Office when there is a balance or refund outstanding.

The following messages are displayed if the **Allow Override** field is checked and the **Allow Task** field is not checked.

- If this rule is turned on and the POS balance is greater than zero, the message "*There is a balance outstanding. Continue?*" is displayed.
- If this rule is turned on and the POS balance is less than zero, the message "*There is a refund owed to the customer. Continue?*" is displayed.

CLIN Action Update

CLIN Action Update Rule

This rule is no longer in use.

CLIN Action View

CLIN Action View Rule

This rule is no longer in use.

CLIN Exceptions Update

CLIN Exceptions Update Rule

This rule is no longer in use.

CLIN Exceptions View

CLIN Exceptions View Rule

This rule is no longer in use.

CLIN Period Update

CLIN Period Update Rule

This rule is no longer in use.

CLIN Period View

CLIN Period View Rule

This rule is no longer in use.

CLIN Void Update

CLIN Voids Update Rule

This rule is no longer in use.

CLIN Void View

CLIN Voids View Rule

This rule is no longer in use.

CLIN4 Exceptions Update

CLIN4 Exceptions Update Rule

This rule is no longer in use.

CLIN4 Exceptions View

CLIN4 Exceptions View Rule

This rule is no longer in use.

CLIN4 Void Update

CLIN4 Voids Update Rule

This rule is no longer in use.

CLIN4 Void View

CLIN4 View Voids

This rule is no longer in use.

Contacts Update

Contacts Update Rule

This rule is no longer in use.

Contacts View

Contacts View Rule

This rule is no longer in use.

Contractor Rate Update

Contractor Rate Update Rule

This rule is no longer in use.

Contractor Rate View

Contractor Rate View Rule

This rule is no longer in use.

Coop Lott App Search

Cooperator Lottery Application Search Rule

This rule is no longer in use.

Coop Lott App View

Cooperator Lottery Application View Rule

This rule is no longer in use.

Cooperator Welcome

Cooperator Welcome Rule

This rule is no longer in use.

Deposit Detail Note Update

Deposit Detail Note Update Rule

This rule is no longer in use.

Deposit Detail Note View

Deposit Detail Note View Rule

This rule is no longer in use.

Deposit Note Update

Deposit Note Update Rule

This rule is no longer in use.

Deposit Note View

Deposit Note View Rule

This rule is no longer in use.

Deposit Update

Deposit Update Rule

This rule is no longer in use.

Deposit View

Deposit View Rule

This rule is no longer in use.

Disburse Group Update

Disbursement Group Update Rule

This rule is no longer in use.

Disburse Group View

Disbursement Group View Rule

This rule is no longer in use.

Distribution Update

Distribution Update Rule

This rule is no longer in use.

Distribution View

Distribution View Rule

This rule is no longer in use.

District Update

District Update Rule

This rule is no longer in use.

District View

District View Rule

This rule is no longer in use.

Division Update

Update Division Rule

This rule is no longer in use.

Division View

Division View Rule

This rule is no longer in use.

Entity Type Update

Entity Type Update Rule

This rule is no longer in use.

Entity Type View

Entity Type View Rule

This rule is no longer in use.

Facility Update

Facility Update Rule

This rule is no longer in use.

Facility View

Facility View Rule

This rule is no longer in use.

Fee Override

Fee Override Rule

This provides privilege to change fees on a reservation. That is, it enables the **Fees->Change Fees** option on the *Registration/Reservation Information* window.

ICMO Query

ICMO Query Rule

This rule is no longer in use.

Individual View

Individual View Rule

This rule is no longer in use.

Invoice Update

Invoice Update Rule

This rule is no longer in use.

Invoice View

Invoice View Rule

This rule is no longer in use.

Lock Box Payment

Lock Box Payment Rule

This rule is no longer in use.

Lox Box View

Lock Box View Rule

This rule is no longer in use.

Management Update

Management Update Rule

This rule is no longer in use.

Management View

Management View Rule

This rule is no longer in use.

Max. Advance Window Exceeded

Maximum Advanced Window Exceeded Rule

This provides privilege to make a reservation beyond the maximum advanced window.

The Default Maximum Advance Reservation Window is a Park Setup parameter, defined in days or months, under *Admin*->*Parameters*-> *Reservation*->*Defaults*-> *Default Maximum Advance.*

Example:
If the maximum advanced window is 6 months, this privilege enables reservations to be made for dates beyond 6 months, into the future.

Max. Length Stay Exceeded

Maximum Length of Stay Exceeded Rule

This provides privilege to extend the length of stay on a reservation beyond the maximum stay allowed.

The Default Maximum Length Stay Within a Park is a Park Setup parameter, defined in days, under *Admin*->*Parameters*->*Reservation*->*Defaults*-> *Default Maximum Length Stay.*

Example:
If the maximum stay is 10 days, this privilege enables reservations to be made for a period greater than 10 days.

Max. People/Site Exceeded

Maximum People per Site Exceeded Rule

This provides privilege to book a reservation with more people than allowed at the specified site.

The maximum number of people allowed on site is defined on the *Reservable Site* window (*Inventory*->*Sites*->*Sites*->*Max People field)* for the site selected.

Example:
If the maximum people allowed for the site selected is 8, this privilege enables reservations to be made at this site for more than 8 people.

Max. Vehicle Length Exceeded

Maximum Vehicle Length Exceeded Rule

This provides privilege to book a reservation with a vehicle longer than the maximum vehicle length allowed.

The maximum vehicle length allowed on site is defined on the *Reservable Site* window (*Inventory*->*Sites*->*Sites*->*Max Length Veh field)* for the site selected.

Example:
If the maximum vehicle length is 10', this enables reservations to be booked with vehicles longer than 10'.

Maximum Number of Vehicles

Maximum Number of Vehicles Exceeded Rule

This provides privilege to book a reservation with more vehicles than allowed.

The maximum number of vehicles allowed on site is defined on the *Reservable Site* window (*Inventory*->*Sites*->*Sites*->*Number Vehicles field)* for the site selected.

Example:
If the maximum number of vehicles is 2, this enables reservations to be booked with more than two vehicles.

Maximum Sites in One Call

Maximum Sites in One Call Exceeded Rule

This provides privilege to book more than the maximum number of sites allowed on one site during a single customer's call to the CRS.

The maximum number of sites reserved in one call is a Park Setup parameter defined under *Park Setup*->*Admin*->*Parameters* ->*Reservation*->*Defaults*-> *Maximum Sites in One Call.*

Maximum Stay in Total

Maximum Total Stay Rule

This provides privilege to book more than the maximum total stay allowed.

The default maximum days stay within the total stay period is a Park Setup parameter defined under *Admin*->*Parameters*->*Reservation*->*Defaults*-> *Default Maximum Stay.*

- When a customer makes a reservation, the reservation restriction rules are checked to ensure the customer has not exceeded the maximum allowable stay period.
- This maximum stay period (*Maximum Total Stay*) is defined as a specific amount of time, for example 5 days. The maximum stay (*Maximum Stay*) is the number of days a customer is allowed to stay at the facility within the maximum stay period, for example 2 days.

- All reservation stays, for this customer, are accumulated for any maximum stay period which includes at least one day of the reservation. The maximum stay period ‘slides’ over the reservation days accumulating the total number of reservation stays for this customer within the period. (*See example below*).
- The total days accumulated for this customer in the maximum stay period, is compared to the maximum stay. If the total days accumulated exceed the maximum stay, the Max Stay rule is broken.

Notes:

- If there are no rules applicable for the site type and rate category, the defaults in the parameter detail will be used.
- Only different days are counted. If a customer makes a 3-day reservation for the same 3 days three times, only 3 days are counted, not 9.

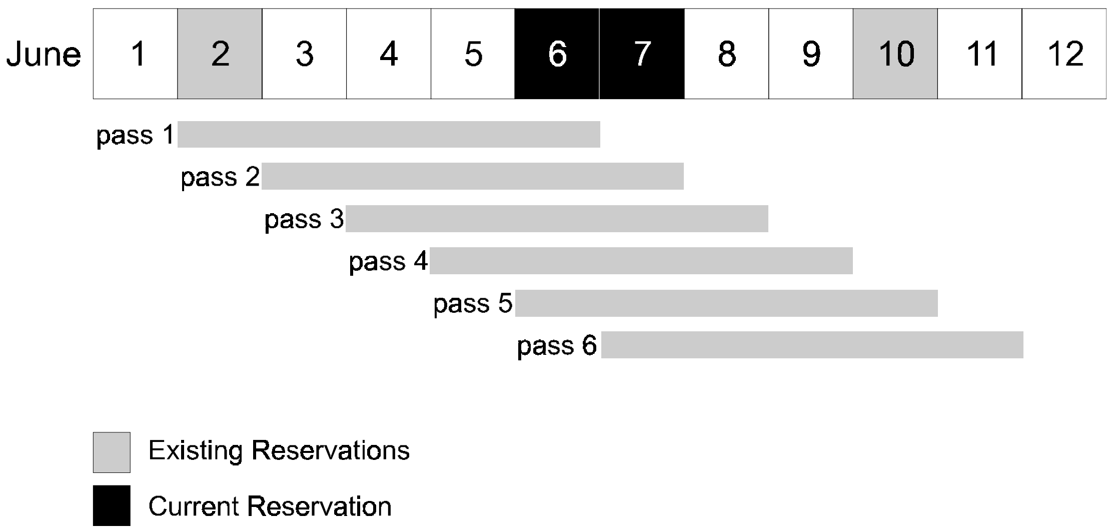
Example:

The maximum stay period = 5 days.

The maximum stay = 2 days.

The current reservation is for two days, starting June 6th and ending June 7th.

There are two existing one-day reservations, one for June 2nd and one for June 10th:



- *On the first pass, the max. stay period extends from June 6th back 5 days through June 2nd. The accumulated reservation stays for this period would be 2 days, one for the 2nd and one for the 6th. Two days does not exceed the maximum stay allowed.*
- *On the second, third and fourth passes, the accumulated reservation stays would also be 2 days.*
- *On the fifth pass, for the period from June 5th through to June 10th, a total of 3 reservation stays would be accumulated. This exceeds the maximum stay of 2 days and breaks the Max Stay rule.*
- *Once the rule is broken, no further passes are necessary. Therefore, in our example, pass six never gets executed.*

Mgmt Banking Update

Management Banking Update Rule

This rule is no longer in use.

Mgmt Banking View

Management Banking View Rule

This rule is no longer in use.

Min. Advance Window Exceeded

Minimum Advanced Window Exceeded Rule

This provides privilege to book a reservation that exceeds the minimum advance window. That is, if the minimum advance window is 2 days, this provides privilege to book a reservation 1 or 0 days before the reservation date.

The default minimum reservation window is a Park Setup parameter defined, in days, under *Admin***->***Parameters***->***Reservation***->***Defaults***->** *Default Minimum Window.*

Example:
If the current date is April 14 and the minimum advance window is 2 days, reservations cannot be made within the minimum window, that is before April 16. When turned on, this rule enables reservations to be booked before the 2 day minimum, that is on April 14 or April 15.

Min. Length Stay Exceeded

Minimum Length of Stay Exceeded Rule

This provides privilege to book a reservation that exceeds the minimum length of stay.

The default minimum length of stay is a Park Setup parameter defined, in days, under *Admin***->***Parameters***->***Reservation***->***Defaults***->** *Default Minimum Stay.*

Example:
If the minimum length of stay is 5 days, this enables reservations to be booked for a stay of 4 days or less.

Min. People/Site Exceeded

Minimum People per Site Exceeded Rule

This provides privilege to book a reservation with the number of people less than the minimum number people allowed per site.

The minimum number of people allowed on site is defined on the *Reservable Site* window (*Inventory*->*Sites*->*Sites*->*Min. People field)* for the site selected.

Example:
If the minimum people allowed per site is 25 (for a group site), this privilege enables a reservation to be booked for 24 or less people.

Modify Reservation

Modify Reservation Rule

This provides privilege to park operators to modify a reservation that is under the control of CRS.

Negative POS Sale

Negative POS Sale

This provides privilege to post a negative quantity on a POS sale. This method is sometimes used instead of refunding a sale to ensure sold inventory is returned to available inventory.

NRRS Mgmt Update

NRRS Management Update Rule

This rule is no longer in use.

NRRS Mgmt View

NRRS Management View Rule

This rule is no longer in use.

Operator View

Operator View Rule

This rule is no longer in use.

Park Accounting Update

Park Accounting Update Rule

This rule is no longer in use.

Park Accounting View

Park Accounting View Rule

This rule is no longer in use.

Park Action Update

Park Action Update Rule

This rule is no longer in use.

Park Action View

Park Action View Rule

This rule is no longer in use.

Park Deleted

Park Deleted Rule

This rule is automatically turned on for all users and is used as a tracking mechanism for the permissions override table. It tracks those operators that delete park records.

Park Had Been Updated

Park Had Been Updated Rule

This rule is automatically turned on for all users and is used as a tracking mechanism for the permissions override table. It tracks those operators that update park records.

Park Mgmt Update

Park Management Update Rule

This rule is no longer in use.

Park Mgmt View

Park Management View Rule

This rule is no longer in use.

Park View

Park View Rule

This rule is no longer in use.

Pay Source Update

Pay Source Update Rule

This rule is no longer in use.

Pay Source View

Pay Source View Rule

This rule is no longer in use.

Performance Update

Performance Update Rule

This rule is no longer in use.

Performance View

Performance View Rule

This rule is no longer in use.

Permit - Outstanding Balance

Permit - Outstanding Balance Rule

This provides privilege to print permits with outstanding balances.

Project Update

Project Update Rule

This rule is no longer in use.

Project View

Project View Rule

This rule is no longer in use.

Refund Using Alternate Method

Refund Using Alternate Method Rule

This provides privilege to process a refund using a payment method different from the original payment method.

Example:
If a reservation was paid by cheque (and the cheque has cleared), this enables a refund to be paid in cash.

Relationship Update

Relationship Update Rule

This rule is no longer in use.

Relationship View

Relationship View Rule

This rule is no longer in use.

Report View

Report View Rule

This rule is no longer in use.

Reservation View

Reservation View Rule

This rule is no longer in use.

Sales Channel Update

Sales Channel Update Rule

This rule is no longer in use.

Sales Channel View

Sales Channel View Rule

This rule is no longer in use.

Site Deleted

Site Deleted Rule

This rule is automatically turned on for all users and serves as a tracking mechanism for the permissions override table. It is used to track those operators that delete reservable site records.

Site Had Been Updated

Site Had Been Updated Rule

This rule is automatically turned on for all users and serves as a tracking mechanism for the permissions override table. It is used to track those operators that update reservable site records.

Appendix B - Parameters

Communication Default Parameters

Parameter	Description
Logon ID	The logon name for the ISP (Internet Service Provider).
Password	The password for the ISP.
Phone Number	IP Address of the Server to connect to.
Baud Rate	The Connection Type (LAN or DUN)
Download Process	The DUN Adapter name.
Download File	The port for the Live database.
Upgrade Process	The port for the Test database.
Logon Prompt	The logon prompt for the Host Backup.
Password Prompt	The Password prompt for Port Backup.
Line Prompt	The phone number of the ISP.
Phone Number2 through **Phone Number 6**	These fields provide alternate connection information. These are required parameters and may not be left blank. If there are no alternates, enter the same information as in the **Phone Number** parameter above.

Customer Default Parameters

Parameter	Description
Customer Type	The **Customer Type** code that best identifies the typical customer.
Default Area Code	The phone number **Area Code** common to most of the customers.
Default City	The name of the **City** in which most of the customers live.
Default State	The name of the **State** or **Province** in which most of the customers live.

Parameter	Description
Default Country	The name of the **Country** in which most of the customers live.
Default language preference	The **Language** most commonly spoken or written by the customers.
Default Zip / Postal Code	The **Zip Code** or **Postal Code** that applies to most of the customers.
Customer Information Capitals	A check in the **Yes** box will convert new customer information to upper case.
Default Customer Search Type	The default search type: **1** Fast Add, **2** New Customer, **3** Query Customer, and **4** Search CRS.
Automatic Alerts	A check in the **Yes** box indicates that any customer alerts should appear automatically during the reservation/registration process. An empty box indicates alerts will not be displayed unless the operator requests them.
Zipcode Lookup	A check in the **Yes** box automatically verifies zipcode information. A Zip database must be available before this option may be selected.
Max Reservation/Person	The maximum number of reservations allowed per person for the same Park and same Start Date.
Max Days at a Park in a Year	The maximum number of days a person is allowed to stay at the same park for any given calendar year.
Out of State Customer Type	The **Customer Type** code that best identifies the typical Out of State customer.
Golden Age Customer Type	The **Customer Type** code that best identifies the type Golden Age customer.

Financial Parameters

Accounts

Parameter	Description
Cash Receipts Account	The name of the account used to track Cash Receipts. Selected from a drop-down list of responses.
Accounts Receivable Account	The name of the account used to track transactions affecting Accounts Receivable. Selected from a drop-down list of responses.
Accounts Payable Account	The name of the account used to track transactions affecting Accounts Payable. Selected from a drop-down list of responses.
Refunds Payable Account	The name of the account used to track transactions affecting Refunds Payable to the customers. Selected from a drop-down list of responses.
Voucher Holding Account	The name of the account used to track the value of the vouchers in the system. Selected from a drop-down list of responses.
Cash Disbursements Account	The name of the account used to track transactions affecting Cash Disbursements. Selected from a drop-down list of responses.
Reservation Fee Account	The 1st prompt identifies the Reservation Fees location: • A check in the **Yes** box indicates Fees earned by the Park. • An empty box indicates Fees earned at CRS. The 2nd prompt identifies the name of the account used to track transactions affecting Reservation Fees. Selected from a drop-down list of responses.
Cancellation Fee Account	The name of the account used to track transactions affecting Cancellation Fees. Selected from a drop-down list of responses.
Transfer Fee Account	The name of the account used to track transactions affecting Transfer Fees. Selected from a drop-down list of responses.

Parameter	Description
Registration Fee Account	The name of the account used to track transactions affecting Registration Fees. Selected from a drop-down list of responses.
Admin Fee Account	The name of the account used to track transactions affecting Administration Fees. Selected from a drop-down list of responses.
Regist. Update Fee Account	The name of the account used to track transactions affecting Registration Update Fees. Selected from a drop-down list of responses.
Insufficient Funds Fee Account	The name of the account used to track transactions affecting Insufficient Funds Fees.
Cash Receipts For Credit Card	The name of the account used to track transactions affecting Cash Receipts for Credit Card deposits. Selected from a drop-down list of responses.
Campground Under Account	The name of the account used to track campground under amounts. Selected from a drop-down list of responses.
Campground Over Account	The name of the account used to track campground over amounts. Selected from a drop-down list of responses.
Campground MO Account	The name of the account used to track campground money order amounts. Selected from a drop-down list of responses.
NCMO Under Account	The name of the account used to track NCMO under amounts. Selected from a drop-down list of responses.
NCMO Over Account	The name of the account used to track NCMO over amounts. Selected from a drop-down list of responses.
NCMO MO Account	The name of the account used to track NCMO money order amounts. Selected from a drop-down list of responses.
Overage Account	The GL Account Id used to track overage amounts.
Underage Account	The GL Account Id used to track underage amounts.

Parameter	Description
Tour Contractor Fee Account	The number of the account used to track Tour Contractor fees. This is set to 100 for California. *Used only for Ticket Agent system.*
CLIN Fee Account	Virtual account used for reporting purposes, specifically report GFS_19D.

Tax Setup Parameters

Parameter	Description
Tax on Reservation Fee	The 1st prompt indicates if tax is charged on the Reservation Fee: **1** Always charge tax **2** Never charge tax **3** Fees are taxable A check in the **Yes** box under the 2nd prompt identifies the system to apply the same type of tax as on the fees. The 3rd prompt provides a drop-down list to select the **Applicable Tax**.
Tax on Transaction Fee	The 1st prompt indicates if tax is charged on the Transaction Fee: **1** Always charge tax **2** Never charge tax **3** Fees are taxable A check in the **Yes** box under the 2nd prompt identifies the system to apply the same type of tax as on the fees. The 3rd prompt provides a drop-down list to select the **Applicable Tax**.
Tax on Cancellation Fee	The 1st prompt indicates if tax is charged on the Cancellation Fee: **1** Always charge tax **2** Never charge tax **3** Fees are taxable A check in the **Yes** box under the 2nd prompt identifies the system to apply the same type of tax as on the fees. The 3rd prompt provides a drop-down list to select the **Applicable Tax**.

Parameter	Description
Tax on Registration Fee	The 1st prompt indicates if tax is charged on the Registration Fee: **1** Always charge tax **2** Never charge tax **3** Fees are taxable A check in the **Yes** box under the 2nd prompt identifies the system to apply the same type of tax as on the fees. The 3rd prompt provides a drop-down list to select the **Applicable Tax**.
Tax on ISF Fee	The 1st prompt indicates if tax is charged on the ISF Fee: **1** Always charge tax **2** Never charge tax A check in the **Yes** box under the 2nd prompt identifies the system to check the fees. The 3rd prompt provides a drop-down list to select the **Applicable Tax**.
Tax on Admin Fee	The 1st prompt indicates if tax is charged on the Admin Fee: **1** Always charge tax **2** Never charge tax **3** Fees are taxable A check in the **Yes** box under the 2nd prompt identifies the system to apply the same type of tax as on the fees. The 3rd prompt provides a drop-down list to select the **Applicable Tax**.
Tax on Membership Cancel	The 1st prompt indicates if tax is charged on the Membership Cancel Fee: **1** Always charge tax **2** Never charge tax **3** Fees are taxable A check in the **Yes** box under the 2nd prompt identifies the system to apply the same type of tax as on the fees. The 3rd prompt provides a drop-down list to select the **Applicable Tax**.

Vouchers

Parameter	Description
Approval Requirements	The 1st prompt indicates if Approval is required for tentative vouchers higher than a specified dollar amount: • A dollar amount indicates approval is required for tentative vouchers higher than this amount. • Vouchers below this amount do not require approval before converting tentative vouchers to an OPEN status, making them available to the customer. The 2nd prompt indicates if Tentative vouchers require approval for activation? • A check in the **Yes** box indicates activation of tentative vouchers requires approval. • An empty box indicates no approval is required.
Auto-Paying Aged Receivables	A customer's vouchers will be applied against any outstanding balances they owe on the system before they are made available to the customer. • A check in the **Yes** box indicates this option is to occur automatically. • An empty box indicates this option is not to occur automatically.
Force Pay of Aged Receivables	Before a voucher can be made available to a customer (converted from Tentative status), the system will make sure that this customer does not have any outstanding balances on the system. • A check in the **Yes** field, indicates the system will not allow a voucher to be converted from Tentative status until any outstanding balances have been paid. • An empty box indicates the system is to convert vouchers from the Tentative status regardless of any outstanding balances associated with the customer.

Parameter	Description
Credit Card Default Process	If the original payment method is a credit card, all moneys returned to customers will default to either a refund or a voucher. • A check in the **Yes** box indicates credit card returns will default to refund, the refund will be processed in the next settle batch, and refunded directly to the customer's credit card. • An unchecked box indicates credit card returns will default to voucher.
Non Credit Default Process	If the original payment method is anything other than credit card, all moneys returned to customers will default to either a refund or a voucher. • A check in the **Yes** box indicates returns to the customer are to be refunded and the refund can be processed immediately. • An unchecked box indicates returns to the customer will create a voucher immediately.
Voucher Expiry	The number of days a voucher will be allowed to remain on the system before it expires and will no longer be available to the customer.
Operator Voucher Choice	A check in the **Yes** box indicates operators are permitted to override the voucher/refund setting.
Automatic Voucher Creation	A check in the **Yes** box indicates vouchers will be created automatically if the balance is negative. This also determines the Refund/Voucher button on the *Reservation/Registration Information* window. If set to Yes, the **Voucher** button is displayed and CRS Import will move any reservation's negative balance into a voucher. If set to No, the **Refund** button is displayed.
Refund at Park	A check in the **Yes** box indicates direct refunds (no vouchers created) are available at the Park. Parks may only refund local funds. An empty box indicates the park can only refund park funds for transactions on the same day as the original payment.

Parameter	Description
Update Park Vouchers at CRS	A check in the **Yes** box indicates CRS is allowed to Update/view Park Vouchers.
Vouchers Allowed	This parameter determines the ownership of the voucher. A check in the **Yes** box indicates the vouchers are owned by the park and are allowed to be paid out at the campground. An empty box, **No**, indicates the vouchers are owned by CRS and the park cannot pay them out or apply them to a reservation / registration payment.

Miscellaneous

Parameter	Description
Revenue Earned	The date when revenues are reconciled as earned. *This is affected by the accounting method being used (Cash basis or Accrual basis).* 1 **Today** - Revenues earned as they are collected (applies to Cash basis accounting). 2 **Start of Stay** - revenues become earned on the start date of a reservation, as indicated on the reservation record (applies to Accrual basis accounting). 3 **End of Stay** - revenues become earned on the departure date of a reservation, as indicated on the reservation record (applies to Accrual basis accounting).

Credit Card

Parameter	Description
Park Credit Cards	A check in the **Yes** box indicates credit cards may be accepted at parks.
Online Wait Time	The maximum time permitted to be online.
Start Time for Online Credit Card	The start time for online credit card authorization at CRS.

Parameter	Description
End Time for Online Credit Card	The end time for online credit card authorization at CRS.
Online Authorization	This indicates whether online authorization is required for credit card payments. • A check in the **Yes** box indicates that operators are required to wait for authorization of credit card payment. • An empty box indicates online authorization is not required. A second hidden prompt is available for DBA access only. If this prompt = **Manual**, the credit card payment will go through a manual authorization process. This field must be set directly in the database and does not appear in the Park Setup application.
Auto Void Declined Credit Card	A check in the **Yes** box indicates declined credit cards will be voided automatically.
Authorize CC with ParkLink	A check in the **Yes** box indicates ParkLink is used to authorize credit cards. This is the default. An empty box indicates another application is used to authorize credit cards.

Fees

Parameter	Description
Extra Vehicle Fee Apply to	The number of vehicles that will not be charged an entrance fee.

System

Parameter	Description
Park usage days prior	Identifies the number of days prior to today to get park usage.
Park usage days after	Identifies the number of days after today to get park usage.

System Installation Parameters

Parameter	Description
Application	Indicates the application being run, selected from a drop-down list of responses.

Parameter	Description
Current Location	Identifies the present **Location**, selected from a drop-down list of responses.
Current Park	Identifies the **Park**, if connected to a Park Database, selected from a drop-down list of responses.
Central Reservation Location	The location of the Central Reservation System, selected from a drop-down list of responses.
Name of Organization	The **Name** of your organization (i.e. Department of Natural Resources).
Number of CRS Users	The number of operator licenses that have been purchased from ReserveAmerica. This serves as the maximum number of operators that can be working on the CRS system simultaneously.
Operator Id of CRS DBA (msg recipient)	The **Id** of the **Operator** who is to receive messages at the CRS, selected from a drop-down list of responses. Used by the Park Mail program.
Operator Id of Local DBA (msg recipient)	The **Id** of the **Operator** who is to receive messages at the Park, selected from a drop-down list of responses. Used by the Park Mail program.
CRRD Location	The **CRRD Location**.
Min Disk Space (Database)	The minimum disk space, in bytes, that is required by the Database. A warning message will be issued if this level is reached.
Min Disk Space (Comm Server)	The minimum disk space, in bytes, that is required by the Communications Server. A warning message will be issued if this level is reached.
Min Disk Space (Client PCs)	The minimum disk space, in bytes, that is required by the Client PC. A warning message will be issued if this level is reached.
Max Days without PC Reboot	The number of days in which a PC reboot is required. A warning message will be issued if this level is reached.
Diagnostics Password	Identifies the Support **Password** to be used for operators who require access to the full capability of the Query application.
System Redundancy Check	Identifies the **System Redundancy Code**.

Integration Default Parameters

Parameter	Description
EDX Enabled	A check in the **Yes** box enables EDX (ParkLink) requests from the Park to the CRS. An empty box prevents the Park from making EDX (ParkLink) requests to the CRS.
Note*: Once EDX has been enabled, all attempts at inventory beyond the minimum window, by the park system, will initiate an EDX transaction.*	

Park Parameters

Primary Services

Parameter	Description
Services 1	Identifies the service that will appear first in the list for CRS operators, selected from a drop-down list of responses.
Services 2	Identifies the service that will appear second in the list for CRS operators, selected from a drop-down list of responses.
Services 3	Identifies the service that will appear last in the list for CRS operators, selected from a drop-down list of responses.

Receipt Printing

Parameter	Description
Park Selection	Identifies the park to which these settings apply, selected from a drop-down list of responses. *This window only appears if a park has not been selected.*
Document	Identifies the document for which headers and footers apply. **Select Receipt**, **Statement of Fees**, or **Permit**.
Header Line 1	Enter the text of the first header line.
Red	Check to print Header Line 1 in red.
Double Wide	Check to print Header Line 1 text as a double wide font.

Parameter	Description
Header Line 2	Enter the text of the second header line.
Red	Check to print Header Line 2 in red.
Double Wide	Check to print Header Line 2 text as a double wide font.
Header Line 3	Enter the text of the third header line.
Red	Check to print Header Line 3 in red.
Double Wide	Check to print Header Line 3 text as a double wide font.
Footer Line 1	Enter the text of the first footer line.
Red	Check to print Footer Line 1 in red.
Double Wide	Check to print Footer Line 1 text as a double wide font.
Footer Line 2	Enter the text of the second footer line.
Red	Check to print Footer Line 2 in red.
Double Wide	Check to print Footer Line 2 text as a double wide font.
Footer Line 3	Enter the text of the third footer line.
Red	Check to print Footer Line 3 in red.
Double Wide	Check to print Footer Line 3 text as a double wide font.

Receipt Options

Parameter	Description
Reservation Statement	Identifies if a reservation statement is to be printed. **1** **Always** - Always print the reservation statement. **2** **Do Not** - Never print the reservation statement. **3** **Ask** - Ask operator if the reservation statement is to be printed.
Require signature for CRS CC payments	A check in the **Yes** box prompts operators for a signature for CRS credit card payments.

Parameter	Description
Suppress Visitation Products	A check in the **Yes** box suppresses printing of visitation products on the POS statement of fees. An empty box shows all products on the POS statement of fees.

Registration Parameters

Registration Fees

Parameter	Description
Transfer Fee	Identifies the default amount charged to customers who make Transfers to their Reservations / Registrations.
Cancellation Fee	Identifies the default amount charged to customers who cancel a Reservations / Registrations.
Maximum # of Discount Days	Identifies the default maximum number of days to which a discount fee can be applied to a Registration.
Walk-In Fee	Identifies the default amount charged to process a Walk-In Registration.
Lock CRS Fees	A check in the **Yes** box will not allow CRS fees to be reduced by the park. No check in the Yes box will allow fees to be reduced at the park.

Vehicle Related

Parameter	Description
Check Maximum Vehicle Length	A check in the **Yes** box indicates Park Office will ask to check for maximum vehicle length to see if it exceeds the maximum vehicle length on the site.
Vehicle Detail	Identifies the *Vehicle Detail* window to be displayed when entering vehicle information: **1 Vehicle Detail/POS** window for entering Vehicle information and Vehicle-related POS information. **2 Vehicle Detail** window without the Point of Sale option. **3 Quick Entry Vehicle Detail** window.

Printing

Parameter	Description
Statement Printing	The 1st prompt identifies when Statement of Fees are printed: **0** Normal (only print on Payment, CheckIn, or WalkIn) **1** Print on CheckIn, Transfer, Upgrade. A check in the **Yes** box in the 2nd prompt indicates Statement of Fees will be printed automatically.
Receipt Printing	A check in the **Yes** box indicates printing of the Receipts is permitted.
Permit Printing	The 1st prompt identifies when permits are to be printed. **0** Normal printing **1** Only print permits when the reservation balance is not zero. A check in the **Yes** box in the 2nd prompt indicates printing of the Vehicle Permit is permitted.
Permit Style	This parameter identifies permit printing privileges: **0** Only CRS operators are allowed to setup and print permits. **1** Both CRS and Park operators are allowed to setup and print permits.
Quick Add Vehicle	This parameter is no longer used. It has been replaced by the Registration, Vehicles, Vehicle Detail parameter.
Voucher Printing	A check in the **Yes** box indicates printing of the Voucher Statement is permitted.

Report Parameters

Letters

Parameter	Description
Display Customer Memos/Alerts	A check in the **Yes** box indicates memos/alerts will appear on the confirmation letters.

Parameter	Description
Multiple Letters Per Report	A check in the **Yes** box indicates a single confirmation letter will be printed for a customer with multiple reservations. An empty check box will print one confirmation letter per reservation for every customer.
Location of Zip Code on letter	A check in the **Yes** box indicates the Zip / Postal Code will print on its own line on letters and labels. An empty check box indicates the Zip / Postal Code will print on the same line as Country on letters and labels.

Markers

Parameter	Description
Number of Markers Per Row	The number of Site Markers printed per row.

Labels

Parameter	Description
Number of Labels Per Row	The number of Report Labels printed per row.
Width of Labels in Inches	Indicates the width of Report Labels, in inches.
Length of Labels in Inches	Indicates the length of Report Labels, in inches.

Reservation Parameters

Defaults

Parameter	Description
Default Check In	The standard CheckIn time used by the parks in the system, in 24-hour clock format. *Example:* *13:00 indicates 1 p.m.*
Default Check Out Time	The standard Check Out time used by the parks in the system, in 24-hour clock format. *Example:* *14:00 indicates 2 p.m.*

Parameter	Description
Default Time Per Reservation	The standard length, in minutes, of a reservable stay at the parks in the system. *Example:* *1200 minutes indicates a 20 hour stay (60 minutes * 20).*
Default Maximum Advance	The number of days in advance that a customer can make a reservation for a site in one of the parks in the system.
Default Minimum Window	The 1st prompt indicates the number of days in advance that the CRS cannot accept a reservation for a site in one of the parks in the system. The 2nd prompt indicates how the maximum advance window identifies this time. • A check in the **Yes** box indicates the minimum advance is identified in months. • An empty box indicates the minimum advance is identified in days. *Example:* *If 1st prompt = 3 and 2nd prompt = Y, the minimum advance is 3 months.* *If 1st prompt = 90 and 2nd prompt = N (unchecked), the minimum advance is 90 days.*
Max. Length Walk-in w/o Conf	The length of a WalkIn registration that can be created before the Park will require an EDX (ParkLink) transaction with the CRS to confirm availability.
Maximum Sites in One Call	The maximum number of sites that a customer may reserve in one phone call to the CRS.
Maximum Date Ranges in Call	The maximum number of different date ranges for which a customer may create reservations during one call to the CRS.
Default Maximum Length Stay	The maximum length of one reservation or registration that a customer may stay at one particular park before being required to leave that park.
Default Minimum Stay	The minimum length of a reservation or registration that may be created by a customer.
Confirmation Required Within	The number of days after a reservation is made that payment must be received in order to confirm the reservation.

Parameter	Description
Payment Default	The method of payment to be used as the default in all payment screens at the CRS and at the Park.
Default Minimum Days Away	The minimum number of days after a stay of maximum length, for which a customer cannot create another reservation or registration. *Example:* *A value of 30 in this field indicates that a customer who has exceeded the Maximum Stay value, must stay out of the park for at least 30 days before returning to camp there again.*
Default Maximum Stay	Identifies the maximum number of days (for all stays combined) that one customer may stay at the park in one year. *Example:* *A value of 30 in this field indicates that a customer who has stayed at the park for a total of 20 days (14 days in June and 6 days in Sept.) may stay for 10 more days on one or more visits during the year (30 – 20 = 10).*
Require Pay Method	A check in the **Yes** box indicates operators will be prompted to acquire the method of payment from the caller before continuing with the creation of the reservation.
Enter Vehicle Information	A check in the **Yes** box indicates operators will be prompted to acquire vehicle information from the caller when creating a reservation.
Reservation Review Period	The maximum number of days in advance required to make a reservation.
Require CC Authorization	A check in the **Yes** box indicates that credit card payments must be authorized before accepting a reservation.
Transfer Penalty Fee	The amount to be charged as a Transfer penalty.
Record Turnaway	A check in the **Yes** box will have Park Office open the Turnaway window when a reservation or Walk In process is aborted.
Allow Interpark Transfers	A check in the **Yes** box will allow inter-park transfers at the CRS.
Automatic Alerts	A check in the **Yes** box will have reservation Alerts appear automatically.

Parameter	Description
Default days until reservation	The default number of days until the reservation starts. Used by the *Site Availability* window.
Uncheckin if not voided	A check in the **Yes** box allows uncheckins if park transactions were not voided.
Uncheckin WalkIns	A check in the **Yes** box does not allow uncheckins for WalkIn, Extend, or Transfer transactions.
Back-date cancel reservation	A check in the **Yes** box indicates a back-date cancel of a reservation is allowed.
Multiple Passes	A check in the **Yes** box indicates multiple access passes per individual are allowed.
Valid Equipment Check	A check in the **Yes** box indicates equipment on a new reservation will be checked to ensure it is valid for the site.
Add POS Items	A check in the **Yes** box will prompt CRS users to add POS items at the end of a reservation.

Fees

Parameter	Description
Reservation Fee	The default fee charged to customers to process a Reservation.
Cancellation Fee	The default fee charged to customers to Cancel a Reservation.
Maximum # of Discount Days	The maximum number of days to which a discount fee can be applied to a Reservation.
Charge Vehicle Fees at CRC	A check in the **Yes** box indicates vehicle fees will be charged at the CRC.
Transfer Fee	The default amount of the reservation transfer fee.
Alter Resv, Admin Fees	A check in the **Yes** box indicates the park is allowed to alter Reservation or Admin fees during a change fees procedure.

Customer Preferences

Parameter	Description
NRRS Cancellation Days	The 1st prompt, Standard Late Cancel, identifies the number of days before and including the reservation Start Date when a reservation cancellation is considered late. The 2nd prompt, Group Late Cancel, identifies the number of days before the reservation Start Date when the cancellation of a group reservation is considered late.
Display Resv. Notes on Letter	A check in the **Yes** box indicates reservation notes will be displayed on the confirmation letter.
Print US Postal Bar Codes	A check in the **Yes** box indicates U.S. Postal Barcodes will be printed on confirmation letters.
Print maximum allowed at site	A check in the **Yes** box indicates the maximum number of customers allowed at the site will be printed on confirmation letters.
# of days out to print confirm	Print confirmation letters for reservations with start dates on or after this number of days from today. (For NRRS confirmation letters).

System Setup

System

Parameter	Description
Todays Date	The system will default to the date set on the PC as the current date (check this date through the Windows Control Panel). The 1st prompt identifies the Date to be used as an alternate to the current date in the format mm/dd/yyyy. A check in the **Yes** box of the 2nd prompt will use the alternate date, specified in prompt 1, as today's (demonstration) date.
Tool Bar Options	A check in the **Yes** box enables Park Office users to view text on toolbar icons.
Site Closure in Progress	Automatically set to **Yes** when a site closure is in progress.

Parameter	Description
NRRS Logic in Effect	A check in the **Yes** box indicates NRRS logic is in effect.
CLIN Logic in Effect	A check in the **Yes** box indicates CLIN logic is in effect.
System Parameter PLO	This parameter is reserved for future use.
System Parameter PLO	This parameter is reserved for future use.

Financial

Parameter	Description
Last Posting Date	This parameter is updated by the system to keep track of the last posting date to the General Ledger, in mm/dd/yyyy format.
Last Document	Identifies the Master Document number of the last transaction. It allows the Deposit Document period start date to default to the period end date of the last Deposit document generated.
VOCR is included in Revenue	A check in the **Yes** box includes VOCR in revenue.
Last Financial Summary Transaction Date	Automatically set to the last financial summary transaction date, in mm/dd/yyyy format. Can be used to limit the amount of records selected at a time.
Last CLIN4 Run Date	Indicates the last CLIN4 generate date, in mm/dd/yyyy format.
Last Disburse 1 Run Date	Indicates the last disburse 1 generate date, in mm/dd/yyyy format.
Last Disburse 2 Run Date	Indicates the last disburse 2 generate date, in mm/dd/yyyy format.
Last Disburse 3 Run Date	Indicates the last disburse 3 generate date, in mm/dd/yyyy format.
Delay Payment	A check in the **Yes** box indicates the system will delay recognition of any payment transfers (PT), payments by voucher (CV), voucher creation (VO), and refund pending (RP) transactions until the associated voucher is either fully refunded to the customer or fully used through payments by voucher.

Parameter	Description
Credit Card Deposit Location	Contains the Location Id which authorizes credit card payments (i.e., credit card clearing/trust account). Set to **0** if CRS authorizes cards for all locations.
Non-Credit Card Deposit Location	Identifies the non-credit card deposit Location Id.
Credit Card Refund Location	Contains the Location Id which authorizes credit card refunds (i.e., credit card clearing/trust account). Set to **0** if CRS authorizes cards for all locations.
Non-Credit Card Refund Location	Identifies the non-credit card refund Location Id.
Previous Payment Deposit Location	Contains the Location Id used for deposit of payment types not supported by the current contractor. ***Note*** – *Used for Destinet Payment Types, or previous contractor payment types that were deposited in a ReserveAmerica bank.*
Bad Payment Refund Location	Contains the Location Id used for refunds by payment types not supported by the current contractor.
Over Payment Revenue Location	Contains the Location Id used for any overpayments received.
Auto check stale CC declines	The 1st prompt identifies the number of days when the credit card transaction becomes stale. A check in the **Yes** box under the 2nd prompt indicates credit card transactions are reviewed using the number of days, above.
Auto reconcile deposits	A check in the **Yes** box indicates deposits are reconciled.
Auto review vouchers	A check in the **Yes** box indicates vouchers are reviewed.
Auto create deposit document	A check in the **Yes** box indicates deposit documents are created.
Auto void bad payments by voucher	A check in the **Yes** box indicates bad voucher payments are voided.
Process CLIN transactions	A check in the **Yes** box indicates CLIN transactions are processed.

Parameter	Description
Auto void stale credit card declines	A check in the **Yes** box indicates declined stale credit cards will be voided.
Vouchers included in revenue	A check in the **Yes** box indicates vouchers are included in revenue. An empty box indicates refunds are included in revenue.
Process transact logs	A check in the **Yes** box indicates a transaction log is used.
Delay payment transfer posting	A check in the **Yes** box will delay payment transfers.
Check CLIN pay by	A check in the **Yes** box checks the CLIN pay by field.
Check CLIN confirmed res	A check in the **Yes** box checks CLIN confirmed reservations.
Use fin_trans_detail	A check in the **Yes** box indicates financial transaction detail is used.
Back date CLIN payable	A check in the **Yes** box indicates CLIN payable transactions are back-dated.
Post Park transactions	A check in the **Yes** box indicates park transactions will be posted.
Internet Sales Channel	
Special CLIN 3	A check in the **Yes** box indicates the new CLIN3 model is used.
Price Park CLINs	A check in the **Yes** box indicates Park CLIN transactions are priced.

Security

Parameter	Description
Enable Security	A check in the **Yes** box indicates CRS security is enabled.
Enable Park Security	A check in the **Yes** box indicates Park security is enabled.
Security Level for CC Batch	Identifies the security group required to process CC Batches (in addition to DBA).
Setup App Security	A check in the **Yes** box indicates security for Park Setup application is enabled.

Parameter	Description
Logon Attempts Before Lockout	The 1st prompt, **Max Attempts**, indicates the number of attempts users are permitted to logon before the system terminates the logon session. The 2nd prompt indicates the **Time Period** allotted for users to logon before the system terminates the logon session.

User Defaults

Parameter	Description
Map Site Names	A check in the **Yes** box indicates Site Names will be viewed when Park Maps is opened. An empty box indicates Site Type Bitmaps will be viewed when Park Maps is opened.
Map Site Name Length	The number of characters allowed when numbering Sites during Map Setup.
Map Change Location	The Location Id allowed to change maps: **0** Both CRS and Park locations have permission **1** CRS only has permission to change maps **2** Park only has permission to change maps
POS Product Display	Display POS items based solely on Display Option value? A check in the **Yes** box determines the POS Schedule items displayed depending on the Display Option setting: • *POS* window shows POS Schedule items with Display Option set to **ShowOnPos** or **ShowOnBoth**, • *Vehicle Details/POS* window shows POS Schedule items with Display Option set to **ShowOnVehicle** and **ShowOnBoth**. • *Reservation POS* window shows POS Schedule items with Display Option set to **ShowOnBoth** and **ShowOnVehicle**.
Display Fast Add	Determines if the Fast Add option is available in the customer selection window drop-down lists. A check in the **Yes** box enables this option under the *POS* and *Reservation/Registration* windows in the Park Office application.

Parameter	**Description**
Refund By Check Method	This parameter determines if refunds by checks are allowed within the POS application. A check in the **Yes** box indicates that refunds by check are allowed at the park. This parameter is currently used in Louisiana.
Limit Park Office Voids	A check in the **Yes** box will allow a park to void a reservation, payment or refund if the reservation is under the parks control.

Operator Shift Settings

Parameter	Description
Float tracking	A check in the **Yes** box tracks float amounts entered in the OSM application.
Auto reconcile closed shifts	A check in the **Yes** box automatically reconciles all closed shifts. This is the default value.
Force all shifts on deposit	A check in the **Yes** box forces all shifts to be included on a deposit. This is the default value. An empty box enables users to select the shifts to be included in a deposit.

Appendix C

POS Product Display

Point of Sale products are attached to POS Schedules through the Park Setup Admin menu (***Admin->Tables->Fees->POS Schedules***). The **Display Options** field on the *POS Schedules* window identifies how product charges are applied to reservations and whether the item is currently available for sale.

POS products may be sold through three different Park Office windows:

- From the *Reservation Point of Sale* window, using the **POS** button on the *Reservation/Registration Information* window,
- From the *Vehicles Details Point of Sale* window, using the **Vehicles** button on the *Reservation/Registration Information* window,
- From the Standalone *Point of Sale* window, using the **POS** button on the main *Park Office* screen.

Reservation POS

On the *Reservation POS* window,

- Any items already added to this reservation will be displayed when the *Reservation POS* window is opened.
- Otherwise, no default products are displayed when the window is first opened.
- The content of the drop-down list, under product **Description**, is dependent on the **POS Product Display** parameter:
    - If this parameter = **Yes**, only those items attached to a CRS schedule and which have the **Display Options** = **ShowOnPOS**, **ShowOnBoth** or **ShowOnVehicle** will be displayed.
    - If the parameter = **No**, all products will be displayed whether attached to a schedule or not.

POS Window

On the Standalone *POS* window,

- The default products, displayed when the **New** button is clicked, are items attached to a POS schedule with the **Display Options** = **ShowOnPOS** or **ShowOnBoth**.
- The content of the drop-down list, under product **Description**, is dependent on the **POS Product Display** parameter.
    - If this parameter = **Yes**, the list contains items attached to a POS schedule or a CRS schedule with the **Display Options** = **ShowOnPOS** or **ShowOnBoth**.
    - If the parameter = **No**, all products will be displayed whether attached to a schedule or not.

Vehicle Details POS

On the *Vehicle Details POS* window,

- Any items already added to this reservation will be displayed when the *Vehicle Details POS* window is opened.
- Otherwise, no default products are displayed when the window is first opened.
- The content of the drop-down list, under product **Description**, is dependent on the **POS Product Display** parameter.
    - If this parameter = **Yes**, the list contains items attached to a POS schedule or a CRS schedule with the **Display Options** = **ShowOnVehicle** or **ShowOnBoth**.
    - If the parameter = **No**, all products will be displayed whether attached to a schedule or not.

Note:

The **Display Options** field is defined on *Product Details* section of the *POS Schedule* window under **Park Setup->Admin->Tables->Fees->POS Schedules**.

The **POS Product Display** parameter is defined under **Park Setup->Admin->Parameters-> User Defaults**.

The following table summarizes the interaction of the **Display Options** and **Source Type** choices.

Display Option	Source Type of Schedule	
	CRS Application	**Point of Sale**
Show on POS	• Displayed on *Reservation POS* window • Displayed on Standalone *POS* window	• Displayed on Standalone *POS* window, as defaults and drop-down list
Show on Vehicle Detail	• Displayed on *Vehicle Details POS* window • Displayed on *Reservation POS* window	• Displayed on *Vehicle Details POS* window
Show on Both	• Displayed on *Vehicle Details POS* window • Displayed on *Reservation POS* window • Displayed on Standalone *POS* window	• Displayed on *Vehicle Details POS* window • Displayed on Standalone *POS* window, as defaults and drop-down list

Display Option / Source Type Table

NOTES

Index